



# Department of Defense DIRECTIVE

NUMBER 1315.7

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Administrative Reissuance Incorporating Through Change 3, May 7, 1997

ASD(FM&P)

SUBJECT: Military Personnel Assignments

- References: (a) DoD Directive 1315.7, subject as above, March 19, 1985 (hereby canceled)
- (b) DoD Directive 1315.11, "Assignment of Military Personnel to Duty in Designated Hostile Fire Areas," May 11, 1974 (hereby canceled)
  - (c) DoD Directive 1315.13, "Assignment of Military Personnel to the Office of the Secretary of Defense, Organization of the Joint Chiefs of Staff and the Defense Agencies," February 4, 1970 (hereby canceled)
  - (d) DoD Directive 1315.14, "Special Assignment and Discharge Policies for Family Members," July 5, 1974 (hereby canceled)
  - (e) through (w), see enclosure E1.

## 1. REISSUANCE AND PURPOSE

This Directive reissues references (a) through (d) to:

- 1.1. Update DoD policies, procedures, and responsibilities pertaining to the assignment and reassignment of service members.
- 1.2. Establish uniform policies and procedures that shall maintain an equitable assignment system enhancing career attractiveness, sustaining an assignment base for overseas tours of duty, achieving stability for tour completions, and developing tour lengths consistent with maintaining a high degree of combat capability and readiness.
- 1.3. Assign sole surviving sons or daughters and certain surviving family members.

1.4. Assign service members to designated hostile-fire or imminent-danger areas (except during periods of war or national emergency declared by the Congress).

1.5. Establish policies and procedures involving the relocating of military dependents.

1.6. Assign service members to the Office of the Secretary of Defense (OSD), the Organization of the Joint Chiefs of Staff (OJCS), and the Defense Agencies.

1.7. Establish uniform procedures for filling military billets established under DoD Directive 1100.9 (reference (e)).

## 2. APPLICABILITY AND SCOPE

This Directive:

2.1. Applies to OSD, the Military Departments, the OJCS, the Unified and Specified Commands, and the Defense Agencies (hereafter referred to collectively as "DoD Components").

2.2. Does not apply to service members in non-DoD activities covered by DoD Directive 1000.17 (reference (f))

## 3. DEFINITIONS

Terms used in this Directive are defined in enclosure E2.

## 4. ASSIGNMENT POLICIES

### 4.1. Assignment Selection Procedures

4.1.1. Reassigning a service member, involving a PCS move, shall be authorized only for national security or for ensuring equitable treatment of service members. Unless specifically authorized by this Directive, no Military Department shall deny any of the transportation allowances or entitlements associated with the permanent change of station (PCS) movement of a service member from one duty station to another.

4.1.2. The primary considerations in reassigning a service member shall be the service member's current qualifications to fill a valid requirement and his or her ability to be productive in those positions for which he or she is being considered. Other factors such as availability, volunteer status, time on station (TOS), and other criteria shall be secondary. When service members with the required qualifications are identified, then the other factors and criteria shall be considered.

4.1.3. When there is a need for a service member to fill a requirement in the continental United States (CONUS) and more than one service member meets the assignment qualifications, the service member with the longest TOS should be selected. In all PCS moves, the TOS requirement must have been met by the departure month, unless a waiver has been approved. Waivers, when required, shall be granted before the service member's departure.

4.1.4. Qualified volunteers shall be considered first for all assignments, if they shall have met the TOS requirements. Volunteers not having met the TOS requirements shall not be selected before nonvolunteers qualifying for the assignment and meeting the TOS requirements.

4.1.5. Service members shall be permitted to complete prescribed tours of duty and, when possible, shall be allowed to extend any assignment voluntarily beyond the prescribed tour.

4.1.6. Through the grades of O-5 for officers and E-8 for enlisted service members, promotion shall not be the only reason for PCS reassignment before tour completion. Additionally, reassignments within the CONUS shall not be made for the sole purpose of retirement.

4.1.7. Sequential training assignments shall be consolidated geographically to the greatest extent possible.

4.1.8. The Military Services shall adopt no policy requiring PCS moves in the CONUS solely because of the passage of a stipulated time period. While this policy shall not be waived, this does not preclude reassignment on a case-by-case basis for such reasons as job stress, requirements for fresh expertise, personal hardship, or time limitations specified by statute.

4.1.9. Within a given occupational specialty and grade, the Military Services shall ensure an equitable distribution of overseas duty assignments, considering both desirable and undesirable locations. Every effort shall be made for minimizing the

periods of forced family separation and the adverse effects of overseas military service that may be encountered by service members and their dependents.

4.1.10. Unit moves shall not require servicewide equitable assignment policy as required by this Directive.

4.1.11. Service members rendered as excess at one location for any of the following reasons shall be reassigned to the same installation or the nearest installation capable of using their skills in a reasonable length of time:

4.1.11.1. Unit inactivation.

4.1.11.2. Base closure or consolidation.

4.1.11.3. Organization or staffing changes.

4.1.11.4. Reclassification or other actions changing the occupational speciality or skill designator of a service member.

4.1.12. Assignment of flag or general officers normally shall be for 2 years. With the exception of the policies and procedures pertaining to major defense acquisition program managers; overseas tour lengths; and assignments to OSD, the OJCS, and the Defense Agencies the remaining policies of this Directive do not apply to these officers.

4.1.13. PCS costs shall be given reasonable consideration when selecting a service member for an assignment. When other considerations are not overriding, each assignment shall be met with the least expenditure of PCS funds. In addition, the Military Services shall consider both cost and suitability for dependents living overseas in developing overseas assignment procedures.

4.1.14. In the interest of efficient administration, the Military Services may reassign service members in the period beginning 60 days before the end of the service member's prescribed overseas tour.

## 4.2. Equal Assignment Opportunity

4.2.1. Assignments shall be made for all service members without regard to their color, race, religious preference (except chaplains), ethnic background, national origin, age, or gender (except where prohibited by statute and limitation of facilities) consistent with requirements for physical capabilities. This DoD policy applies

equally to both PCS and temporary duty (TDY) assignment actions.

4.2.2. When service members are denied passports or entry visas or a foreign country formally refuses to accept them and that denial is discriminating, the Secretary concerned shall review the circumstances surrounding the denial to determine what action should be taken by the Military Department or the Department of Defense. When evaluating, the Secretary concerned shall seek the advice and recommendations of the Unified Commander concerned; the Offices of the Assistant Secretaries of Defense (Force Management *Policy*) (ASD (*FMP*)), (International Security Affairs) and (International Security Policy); and the Defense Security Assistance Agency (DSAA) if the service member is being assigned to a security assistance position.

#### 4.3. Dislocation Allowance

4.3.1. Except as provided by 37 U.S.C. 407 (reference (g)) or this Directive, service members are entitled to a dislocation allowance (DLA) when they relocate their household as the result of a PCS move including if orders are cancelled, revoked or modified. Further the allowance is payable when the service member's dependents are moved under the authority of 37 U.S.C. 405(a), 406(e), 406(h), or 554 (reference (g)). The purpose of the DLA is to reimburse partially a service member for the expenses incurred in relocating his or her household. Title 37 U.S.C. 407 (reference (g)) stipulates that the amount payable for a PCS move is equal to the service member's basic allowance for quarters (BAQ) for 2 months. However, the Committees on Appropriations have denied funding for DLA payments in excess of 1 month's BAQ.

4.3.2. Only one PCS involving DLA entitlement is authorized during a fiscal year (FY) unless the Secretary concerned determines that the Service requires more than one PCS during the current fiscal year. Authority for such determinations rests solely with the Secretary concerned and may be delegated no lower than the general/flag officer level (O-6 in the Marine Corps) at the headquarters level that directs assignments for the Military Service concerned. This limitation on second DLAs does not apply to service members ordered to, from, or between courses of instruction conducted, controlled, or managed by one or more of the Uniformed Services.

4.3.3. Specifics involving DLA payments are discussed in the Joint Travel Regulations (JTR), Volume I (reference (h)). Notwithstanding, the following policies shall also apply:

4.3.3.1. Proximity Moves. Entitlement to DLA payment only when the

gaining installation commander certifies that the relocating of the service member's household is mission essential and in the best interest of the Government. This authority shall not be delegated.

4.3.3.2. In-place Consecutive Overseas Tours (IPCOT). Service members selected to serve an IPCOT (see paragraphs 5.5.8.2. and 5.5.8.3., below) are entitled to DLA payments if their dependents actually move from their place of residence either to or from the service member's overseas duty station.

4.3.3.3. Single Members. Service members without dependents are entitled to a DLA when reassigned PCS and Government quarters are not available at the new duty station, or when moved under the provisions of 37 U.S.C. 406a (reference (g)).

4.3.3.4. Movement of dependents to a Designated Place. Regardless of the service member's duty assignment, no further DLA entitlement shall accrue for the service member's PCS orders when the DLA entitlement has been used. Subsequent to the dependent's relocation at Government expense, service members may relocate their dependents to their duty station at their own expense. If such action is taken by the service member, his or her dependents may be relocated at Government expense from the service member's duty station when he or she is reassigned PCS, if the following conditions are met:

4.3.3.4.1. The dependents are authorized to be at the service member's duty station. If stationed overseas, the dependents after arrival shall have been command sponsored.

4.3.3.4.2. The dependents arrived at the service member's duty station before the service member was notified by his or her Military Service that her or she was being reassigned PCS.

NOTE: Notification must have been through the channels normally used by the Military Service concerned. Receipt of PCS orders is not required.

4.4. TOS Requirements. TOS requirements are established to stabilize the lives of service members and their dependents and to reduce PCS costs. When all other factors are equal, TOS is the primary consideration in selecting service members for reassignment. TOS is computed from the month of arrival to the month of departure, inclusive.

4.4.1. The minimum TOS requirement for all assignments within or from the CONUS shall be for 3 years. Waivers may be granted individually on a case-by-case basis by the Military Service concerned provided it is determined that the service member is the most qualified resource available. Requests to waive the minimum TOS requirement shall originate at the general/flag officer level and shall be approved by the Secretary concerned, unless otherwise delegated in accordance with this Directive.

4.4.2. Notwithstanding the limitations outlined in paragraph 4.4.1., above, the Military Services under certain circumstances may reassign service members within the CONUS before completing the minimum TOS requirements. Assignments that may be made under this broad exception authority are outlined in subparagraph 4.4.2.1. through 4.4.2.14., below. Neither the Military Services nor the service members are exempted from meeting other requirements outlined in this Directive.

4.4.2.1. Service members are reassigned to an overseas, sea, or deployment-designated Fleet Marine Force (FMF) unit tour.

4.4.2.2. Service members in sea-intensive skills are assigned from shore to sea duty, in which case a minimum of 2 years of TOS is required.

4.4.2.3. Service members are accessed, reassigned to a different duty station for initial skill training, or are separated.

4.4.2.4. Service members are reassigned to a different duty station for training or educational purposes.

4.4.2.5. Moves resulting from major weapon-system change or unit conversion (for example, a change from one type of aircraft to another, such as F-4 to F-15, or infantry to mechanized infantry). Moves associated with replacing a service member selected for a new weapon system or unit shall not be covered by this exception.

4.4.2.6. Service members are permitted the option to retrain into a new specialty and location in conjunction with reenlistment, in which case a 1-year minimum shall apply.

4.4.2.7. Service members are permitted the option to select another location in conjunction with an established program, to keep military couples together, in which case a 1-year minimum shall apply.

4.4.2.8. Service members are assigned to either the OSD, the OJCS, or a Defense Agency where the tenure is limited by statute or the provisions of this Directive to a shorter tour.

4.4.2.9. Service members serving under DoD Directive 1100.9 (reference (e)), which prescribes different assignments for management positions in the support activities.

4.4.2.10. Service members are reassigned for humanitarian reasons.

4.4.2.11. Service members are reassigned to a different duty station in preparation for a unit deployment.

4.4.2.12. Service members who are being considered for reassignment are first termers.

4.4.2.13. Service members in professional skills, such as doctors and lawyers, serving in assignments designated by the Secretary concerned for the purpose of validating professional credentials or for developing expertise in selected specialized skills before being assigned to independent duty without supervision.

4.4.2.14. Service members disqualified for duty as a result of loss of security clearance, professional certification, nuclear certification, or medical qualification to perform, and where it has been determined that no vacant position exists within the limits of the same geographic location in which the service member may serve pending requalification or recertification.

4.4.3. For CONUS assignments, other than those indicated in paragraph 4.4.2., above, TOS requirements may be waived on a limited case-by-case basis by the Secretary concerned. This authority may be delegated no lower than the general/flag officer level (O-6 in the Marine Corps) at the headquarters level that direct assignments for the respective Military Service. These individuals may waive only TOS requirements for those service members having less than 3 but more than 2 years of TOS. Waiver authority for service members with less than 2 years of TOS may be delegated no lower than the Personnel Chiefs of the Military Services (O-9 level).

4.4.4. Since tours of duty at sea and hardship duty with deployment-designated FMF units are primarily the concern of the Secretary of the Navy, the lengths of said tours shall not be covered by this Directive. These tour lengths require the same justification and policy management as other overseas tours.



#### 4.5. Retainability Requirements

4.5.1. CONUS-to-CONUS Moves. Require 2 years obligated military service retainability after arrival at the gaining installation. (Service members who are being assigned from shore to sea duty or are changing occupational specialty or skill designator as a result of retraining must have a minimum of 1-year service retainability.)

4.5.2. CONUS-to-Overseas and Overseas-to-Overseas Moves. Except when authorized in this Directive, service members shall not depart the CONUS or other departure ports unless they shall have obtained the obligated military service retainability for serving the prescribed tour, whether an accompanied or unaccompanied tour length.

4.5.3. Overseas-to-CONUS Moves. Require a minimum of 12 months military service retainability. Service members stationed overseas, who upon their scheduled return to the CONUS shall have more than 1 month but less than 12 months obligated military service retainability prior to their expiration of term of service (ETS), may not receive an early separation from the Military Service, unless their separation is in conjunction with an approved early-release program authorized by the Secretary concerned, or it has been determined by the Military Service concerned that the service member is surplus to the Military Department's requirements. To better employ those service members with limited retainability, the Military Services are authorized to extend involuntarily the service member's overseas tour under the following conditions:

4.5.3.1. Service members within 11 months of separating and stationed at a duty station where an accompanied tour is authorized may be retained at that duty station until their scheduled date of separation (DOS).

4.5.3.2. Service members within 6 months of separating and stationed at a duty station where there is dependent-restricted tour may be retained at that duty station until their scheduled DOS.

#### 4.6. Limitation on First-Term Service Members

4.6.1. Title 10 U.S.C. 671 (reference (i)) stipulates that no member of the Armed Forces of the United States shall be assigned to active duty on land outside the United States, and its Territories or Possessions, until he or she has completed the basic training requirements of the Armed Forces of which he or she is a member of.

In time of war or a national emergency declared by Congress or the President, the period of required basic training (or its equivalent) shall not be less than 12 weeks.

4.6.2. First-term service members serving initial enlistments of 3 years or less shall be given no more than one assignment before their ETS following initial basic and skill training, unless required to serve in an unaccompanied hardship-tour area overseas, in which case such service members shall be given no more than two assignments in different locations.

4.6.3. First-term service members serving initial enlistments of more than 3 but less than 4 years shall be given no more than one CONUS assignment before their ETS following initial basic or skill training. If required to be assigned overseas, the service member shall be given no more than 2 assignments before ETS.

4.6.4. First-term service members serving initial enlistments of 4 or more years shall be given no more than 2 assignments in different locations before their ETS following initial basic and skill training, regardless of tour length.

#### 4.7. Program Managers for Major Defense Acquisition Programs

4.7.1. In accordance with P.L. 98-525 (reference (j)), officers assigned as program managers of major defense acquisition programs, as defined by 10 U.S.C. 139a(a) (reference (i)), after October 19, 1984, shall serve a tour of duty (a) of not less than 4 years, or (b) until completion of a major program milestone, as defined by DoD Directive 5000.1 (reference (k)).

4.7.2. The Secretary concerned may grant exceptions on an individual basis; however, this authority shall not be delegated.

#### 4.8. Limitation on Former Members of the Peace Corps

4.8.1. Service members who are former members of the Peace Corps shall not be assigned to permanent or temporary duty in the military intelligence field for a 4-year period following service with the Peace Corps. Those individuals later acquiring an intelligence specialty shall not be assigned such duties in an intelligence capacity in any foreign country in which said service member previously served as a member of the Peace Corps. This limitation on the use utilization of former Peace Corps members shall not be waived.

4.8.2. For the purposes of this Directive, the term "former members of the Peace Corps" includes former Peace Corps volunteers, volunteer leaders, and staff

members. The term does not include individuals who attended Peace Corps training but did not go overseas with the Peace Corps, except that no such individual shall be assigned duties in an intelligence capacity to any foreign country where he or she was trained to serve in the Peace Corps.

#### 4.9. Concurrent Assignments of Family Members to the Same Unit or Ship.

Concurrent assigning of service members of the immediate family to the same military unit or ship is not prohibited, but requests for reassignments to a different unit or ship may be approved for all but one service member. Approval of such requests shall be based on military requirements.

### 5. OVERSEAS DUTY

#### 5.1. Establishment of Overseas Tour Lengths

5.1.1. Tour lengths are prescribed in enclosure E3. and reflect, to the extent practicable, the general desirability of each location *and, in accordance with DoD Directive 2000.12 (reference (x)) force protection and anti-terrorism considerations.* Based on congressional guidance in the House of Representatives Report No. 99-81 (reference (l)) and the Senate Report No. 99-176 (reference (m)), desired tour lengths for service members stationed outside the CONUS shall be 36 months accompanied and 24 months unaccompanied unless the Military Departments provide conclusive evidence that specific tours should be shorter.

5.1.2. Recommended additions or changes to tour lengths prescribed in enclosure E3. shall take into consideration the full range of facilities both on and off post. The Secretary concerned, after coordinating with the other Military Departments, shall submit such requests to the ASD(*FMP*) for approval. Such recommendations shall be justified fully and be based on the guidelines outlined in enclosure E4. Each recommendation must include:

5.1.2.1. Tour-length data sheet (enclosure E5.) completed by the commander of the military command recommending the change.

5.1.2.2. Comments from *Combatant Commanders and recommendation of the Chairman of the Joint Chiefs of Staff about force protection and anti-terrorism considerations.*

5.1.2.3. Comments from senior Military Service representatives within the theater.

5.1.2.4. Coordination by the Director, DSAA, for additions or changes that affect security assistance organizations.

5.1.2.5. Cost differential in PCS costs for all Military Services.

NOTE: Recommendations that do not include these items shall not be acted on by the ASD(*FMP*), but returned to the Secretary concerned for further staffing.

5.1.3. If enclosure E3. does not list tour lengths for a specific location or country, the Military Service, for assignment-selection purposes only, may consider the tour lengths to be 36 months accompanied and 24 months unaccompanied. The tour lengths must be approved before departure of the selected service members or their dependents for the overseas location. If service members of only one Military Service are to be assigned in small numbers (fewer than 25 service members), the Secretary concerned may determine the tour lengths when it does not involve introducing command-sponsored dependents into an area where said dependents currently are not authorized by the Department of Defense and the tour lengths are to be no less than those tour lengths desired by the Congress in the House of Representatives Report No. 99-81 and the Senate Report No. 99-176 (references (l) and (m)). This authority shall not be delegated. Nevertheless, the ASD (*FMP*) shall be notified and the DoD tour-length data sheet (enclosure E5.) shall be provided along with the coordination of the other Military Services. If, after establishing these tour lengths, either the number of service members exceeds 25 or service members of another Military Service are assigned, then ASD(*FMP*) approval of the tour lengths shall be obtained.

5.1.4. Unless otherwise indicated in enclosure E3., service members assigned to Alaska and Hawaii shall serve a minimum tour of 36 months. When assigned to duty stations in Alaska and Hawaii, service members shall not have a mandatory rotation date established.

5.1.5. For Marine barracks outside the CONUS, the tour length shall be as prescribed for the location as indicated in enclosure E3., except that the unaccompanied tour for first-term enlisted Marines shall be 18 months or the prescribed tour if shorter. Exceptions to the standard Marine-barracks tour shall be listed in enclosure E3.

5.1.6. When service members are assigned to activities governed by government-to-government contracts, the tour lengths specified by the contract shall be

served, regardless of the prescribed tour lengths for the duty station. DoD Directive 5132.10 (reference (n)) applies when service members are assigned to technical-assistance field teams (TAFTs).

5.1.7. The prescribed tour lengths for service members assigned to the Defense Attache System (DAS) and whether these tours will be accompanied or unaccompanied shall be determined by the Director, Defense Intelligence Agency (DIA). As a general policy, attache tour lengths shall be 36 months, except for specified isolated or difficult stations where they may be shorter. Tour-length exceptions may be authorized on an individual case-by-case basis by the Director, DIA. The determination by the Director as to whether the tours shall be accompanied or unaccompanied will be in accordance with section 5.4. and paragraph 6.1.2., below. A listing of the prescribed tour lengths shall be provided to the ASD(*FMP*) through the Defense Attache Roster.

5.1.8. As an exception to the overseas tour lengths in enclosure E3., 2-year obligated medical officers assigned to certain shortage specialties, as determined by the Secretary concerned in consultation with the Surgeon General of the Military Service concerned, are authorized to serve 2-year accompanied tours in long-tour areas. Movement of dependents overseas for these officers shall be contingent on the officers otherwise being entitled to transportation of dependents and household goods (HHGs) at Government expense.

5.2. Key Billets. Designating a position in an activity or a unit as a key billet shall be reserved for only those positions where the continued presence of an officer or warrant officer is determined to be absolutely essential to the mission of the activity or the unit or to the U.S. presence in that area. Such designations shall require the officer or warrant officer to serve 24 months even if he or she declines to serve the tour accompanied, and shall be established only at overseas duty stations where the accompanied tour is at least 24 months.

5.2.1. Requests for designating an overseas billet or position as a key billet shall be submitted through the applicable Military Service *and the Chairman of the Joint Chiefs of Staff*. Because of the duties involved and the mandatory requirement that the officer or warrant officer serve the accompanied tour, these requests shall be submitted in writing by the theater or Unified Commander to the approval authority and evaluated on a case-by-case basis. (Including such requests in changes to manpower documents is inappropriate.) Final approval authority for key billet designations shall be designated as follows:

5.2.1.1. The Joint Chiefs of Staff (JCS) for the joint staff and other activities under its cognizance. The billet must be as defined in JCS MOP 173 (reference (o)).

5.2.1.2. The ASD(*FMP*) for joint staffs and activities under OSD cognizance.

5.2.1.3. The Secretary concerned, when subparagraphs 5.2.1.1. and 5.2.1.2., above, do not apply.

5.2.2. The position of Chief, Security Assistance Organization (SAO), shall be designated a key billet, unless circumstances dictate otherwise or if command-sponsored dependents are not authorized. Other SAO positions may be designated key billets if the functions of the position are related directly to management of security-assistance programs requiring continuity of effort and specialized experience and training. Requests for designation of other SAO positions as key billets shall be submitted through the applicable Military Department *and the Chairman of the Joint Chiefs of Staff* to the ASD(*FMP*).

5.2.3. A position may not be designated as a key billet, unless all of the following apply (exceptions may be authorized only by the ASD(*FMP*)):

5.2.3.1. Government-furnished family quarters are available.

5.2.3.2. Concurrent travel of dependents is authorized.

5.2.3.3. An accompanied tour of at least 24-months is authorized for the specific location.

5.3. Computation of Overseas Duty. A uniform method of computing overseas duty shall be used by all Military Services as follows:

5.3.1. Time creditable as overseas duty for PCS shall begin with the day of departure from a CONUS port and shall end with the day of return.

5.3.2. Authorized leave taken in the CONUS while en route from one over-seas duty station to another overseas duty station shall be excluded from the computation.

5.3.3. Authorized leave taken overseas en route to an overseas duty station

shall be excluded from the computation.

#### 5.4. Determination of Type of Overseas Tour

5.4.1. Service members assigned overseas and accompanied or joined by command-sponsored dependents shall serve the prescribed accompanied tour. Service members shall be given the opportunity to extend their obligated military service to qualify for and serve the accompanied tour.

5.4.2. Service members acquiring dependents while assigned overseas shall serve the prescribed accompanied tour in order to acquire command sponsorship for their dependents.

5.4.3. Single service members or those who either voluntarily or involuntarily are not accompanied or are not joined by command-sponsored dependents shall serve the prescribed unaccompanied tour when assigned overseas. The following exceptions to this policy are authorized:

5.4.3.1. First-term service members serving initial enlistments of 3 years or less shall serve an 18-month unaccompanied tour when assigned to long-tour areas in Europe and Japan.

5.4.3.2. First-term service members serving initial enlistments of 3 years or less and assigned to an Army cohort unit shall serve an 18-month unaccompanied tour when assigned to long-tour areas in Europe and Panama.

5.4.3.3. Career service members who have no dependents in their house-hold, are not married to another service member, and are assigned to long-tour areas overseas shall be required to serve a minimum of the unaccompanied tour. The decision to require these service members to serve the accompanied tour rests with the Secretary concerned.

5.4.4. When a married service member's spouse is a service member, the overseas tour length shall be established as follows:

5.4.4.1. Married service members accompanied or joined by command-sponsored dependents shall serve the accompanied tour.

5.4.4.2. Married service members assigned to or living in the same overseas location or locale shall serve the accompanied tour when such a tour length is authorized for either service member's duty station. Lack of concurrent travel,

whether resulting from personal reasons or operational requirements, shall not have an impact on stipulating that each service member of a military couple minimally must serve the accompanied tour. Curtailing the last arriving service member's minimum tour to effect a join-spouse assignment from the military service couple's overseas duty station coinciding with the tour-completion date of the first arriving service member shall not be authorized.

5.4.4.3. Married service members assigned to different locations shall serve the unaccompanied tour, but when these service members establish a joint residence (i.e., reside together in Government-approved family quarters), they shall serve the accompanied tour, if such a tour is authorized for the location or locale where they are residing.

5.4.4.4. When a service member marries another service member while both are assigned overseas, their original tours shall be maintained. The only exceptions to this policy are for those service members who either voluntarily agree to serve the longer (accompanied) tour at that location or when dependent command sponsorship is involved, in which case the provisions of paragraph 6.3.4., below, apply.

## 5.5. Tour Elections

5.5.1. A service member selected for and assigned to an overseas duty station where the accompanied tour is authorized and who is eligible for Government transportation of dependents and HHGs may elect voluntarily to serve either the accompanied or unaccompanied tour. The exception to this policy would be those officers assigned to key billets (see subsection 5.2., above). Service members eligible to elect either tour length must be counseled when notified of their assignment not to choose the unaccompanied tour unless certain that travel of their dependents and/or HHGs to the new overseas duty station is not desired now and shall not be desired before the service member's reassignment from the overseas duty station.

5.5.2. If the service member elects the accompanied tour and is eligible to serve that tour, then he or she shall be provided the entitlements and benefits associated with such tours. Unless concurrent travel has been denied and the estimated delay in dependent travel is greater than 20 weeks, only one set of dependent-travel orders shall be issued. When concurrent travel has been denied by the Military Service concerned and it has been estimated by the Military Service that the delay in dependent travel shall be 20 weeks or more from the port-reporting month of the service member, the service member's dependents may be relocated to a designated location at Government expense without jeopardizing further entitlement to



dependent transportation to the service member's overseas duty station. There are limitations to such designated location moves, and care must be taken to ensure that the service member fully understands these limitations. Specifically, these limitations are as follows:

5.5.2.1. Designated-location moves at Government expense that are made as a result of a delay in dependent travel (20 weeks or more) while awaiting travel to the service member's overseas duty station may be to a location within the United States, the Commonwealth of Puerto Rico, or territory or possessions of the United States.

5.5.2.2. Service members who elect such an option and who subsequently relocate their dependents to their overseas duty station may receive only one DLA entitlement.

5.5.3. Due to the fiscal implications and the turmoil to the service member's family as a result of delaying dependent travel for periods greater than 20 weeks, the Military Services shall ensure that such delays are kept to the minimum. If the service member elects to serve the unaccompanied tour, his or her dependents may continue to reside at their current location or, at the request of the service member, may be relocated at Government expense to a designated location. Unless authorized by this Directive, the movement of dependents is limited to a designated place within the United States, the Commonwealth of Puerto Rico, or a territory or possession of the United States.

5.5.4. Service members already stationed overseas with command-sponsored dependents may elect to have their dependents remain at their current overseas duty station. Approval authority for such dependents to remain overseas rests with the Secretary concerned and may not be delegated below the headquarters that directs the dependent transportation policies or procedures for the Military Service concerned. While such dependents are eligible for subsequent Government transportation and entitle the service member to station allowances at the "with dependents" rate, they shall not be considered command sponsored. The service member and his or her dependents shall be advised that dependents remaining in a foreign country may no longer be covered by the Status of Forces Agreements (SOFAs).

5.5.5. When the service member elects to relocate his or her dependents and/or HHGs to a designated place at Government expense, they shall not be eligible for Government transportation until such time as the service member is reassigned PCS from his or her new overseas duty station or receives an approved in-place consecutive

overseas tour (see paragraph 5.7.1., below).

5.5.6. Service members electing the unaccompanied tour and relocating their dependents at Government expense to a designated location at their own expense may relocate further their dependents to their overseas duty station. Unless the service member is eligible for and requests command sponsorship of his or her dependents, these dependents shall be considered individually sponsored dependents. If these dependents, subsequent to their arrival overseas, are command sponsored then they shall be eligible for Government transportation upon the service member's reassignment.

5.5.7. Service members selected for and assigned to an overseas duty station where command-sponsored dependents are not authorized (a dependent-restricted tour) must serve the prescribed unaccompanied tour. A tour election is inappropriate since an accompanied tour is not authorized. If an accompanied tour is authorized after the service member's arrival then the service member shall be given the opportunity to serve the accompanied tour. When the service member is eligible to serve the accompanied tour and the Military Service concerned approves the change, the service member's dependents shall be provided Government transportation to the service member's duty station, regardless of whether they were previously relocated to a designated place. For the service member's dependents to be command sponsored, the service member must serve the full accompanied tour starting when the dependents are command sponsored.

5.5.8. Service members stationed overseas and who are selected to serve a consecutive overseas tour (COT) (see subsection 5.7., below) shall have the following tour-election options:

5.5.8.1. Unaccompanied-to-Unaccompanied Tour. Relocating dependents and/or HHGs from a previously approved designated place to a newly designated place shall be approved only by the Secretary concerned when it has been clearly shown that the movement shall be in the best interest of the Government. This authority shall not be delegated.

5.5.8.2. Unaccompanied-to-Accompanied Tour. Relocating dependents and/or HHGs from a previously approved designated place to the service member's new duty station (current duty station for those selected for an IPCOT) shall be approved only if the Military Service concerned approves the introduction of the service member's dependents into the country.

5.5.8.3. Accompanied-to-Unaccompanied Tour. Service members either electing or required (reassigned to a dependent-restricted tour) to serve the unaccompanied tour when reassigned, PCS, or selected for an IPCOT shall be given the opportunity to relocate their dependents and/or HHGs to a designated place within the United States, the Commonwealth of Puerto Rico, a territory or possession of the United States, or a location authorized by this Directive.

5.5.8.4. Accompanied-to-Accompanied Tour. Service members electing or required (assigned to a key billet) to serve the accompanied tour when reassigned, PCS, or selected for an IPCOT shall be given the opportunity to relocate their dependents and/or HHG to their new duty station. This shall be approved only if the Military Service concerned approves the introduction of their dependents into the country or the shipment of HHGs. Service members assigned to key billets may elect to serve without their dependents and relocate their dependents and/or HHGs to a designated place within the United States, its Territories or Possessions, or a location authorized by this Directive. The service member must serve the accompanied tour. Service members being reassigned PCS on a COT under this option (accompanied-to-accompanied tour) must be given concurrent travel.

5.5.9. Service members stationed overseas and acquiring dependents may be authorized to serve the accompanied tour if their dependents are eligible for and are approved for command sponsorship (see subsection 6.3., below).

## 5.6. Overseas Tour Extensions

5.6.1. Voluntary Extensions. Voluntary extensions of a service member's overseas tour do not result in the expenditure of PCS funds nor do they entail the reassignment of the service member and his or her family, when accompanied. Therefore, the Military Services shall encourage eligible service members to extend voluntarily their overseas tours as they provide a high degree of continuity in the unit of assignment, increase the stability of the service member and his or her family, when accompanied, and reduce PCS costs by eliminating the service member's move and his or her replacement. Attainment of these objectives is not the only reason for approval of extensions. Each request must be evaluated on its individual merits, and approval or disapproval must be based on whether the best interests of the Government might be served by retaining the service member overseas.

5.6.2. Statutory Limitations. While there are no statutory limitations on the amount of time a service member may remain overseas, the Military Departments,

based on the exigencies of military service, may establish limitations on the total length of time its service members may extend their original tour lengths at a specific duty station. Except for entitlements available to certain enlisted service members (see paragraph 5.6.3., below) and service members extending their overseas tours to obtain command sponsorship of their dependents (see subsection 5.11., below), there are no entitlements for extending overseas tours.

5.6.3. Overseas Tour Extension Incentive Program. Under the authority of 10 U.S.C. 705 (reference (i)) and 37 U.S.C. 314 (reference (g)), the Secretary concerned may offer specific entitlements to certain enlisted service members for extending their overseas tours for one year.

5.6.3.1. To be eligible to participate, an eligible service member must:

5.6.3.1.1. Be entitled to basic pay (Section 204 of reference (g)).

5.6.3.1.2. Possess a specialty that is designated by the Secretary concerned. (This authority may not be delegated.)

5.6.3.1.3. Have completed his or her overseas tour of duty, including previously approved extensions, at a location outside the CONUS that is designated by the Secretary concerned, and at the end of that tour, execute an agreement to extend that tour for a period of not less than 1 year.

5.6.3.2. Those service members meeting the above eligibility requirements shall be entitled to receive one of the following benefits:

5.6.3.2.1. Special pay for duty during the extension period at a rate not more than \$80 per month.

5.6.3.2.2. A period of special rest and recuperative (SR&R) absence for not more than 30 days.

5.6.3.2.3. A period of SR&R absence for not more than 15 days and round-trip transportation at Government expense from the location of the extended tour of duty to the nearest CONUS port and return. Travel entitlements that may be associated with this particular option are outlined in the JTR, Volume I (reference (h)).

5.6.3.3. Service members participating in this program and who, after entering the extension and before its completion, become ineligible for further overseas duty as a result of actions taken by or under the control of the service member shall be

removed from the program. Entitlement to further special pay or SR&R absences not taken shall be lost. If the service member's ineligibility for overseas duty is a result of actions taken by the Military Service concerned, then entitlement to the special pay shall continue until its scheduled termination date; however, eligibility for SR&R absences shall be lost. Further limitations pertaining to SR&R absences are outlined in DoD Directive 1327.5 (reference (p)).

5.6.4. Involuntary Extensions. Service members may be retained in an overseas area beyond their original return date to the CONUS for investigation or trial by U.S. military or foreign authorities or for completion of administration actions such as nonjudicial punishment, separation processing, or compliance with host-country custom regulations. However, such decisions must be made on an individual case-by-case basis by an authorized official who shall be at the O-6 or equivalent civilian grade level or higher and who directs assignment policies for the Military Service concerned.

5.6.5. The voluntary or involuntary extension of a service member serving an overseas tour of duty in a Chief, Security Assistance Organization (SAO), position shall be subject to the approval of the Director, Defense Security Assistance Agency (DSAA). For other SAO positions, approval shall be obtained from the Unified Command.

5.7. Consecutive Overseas Tours. The Military Services shall encourage eligible service members to volunteer for and serve COTs as they reduce PCS turbulence. While it is preferred that COTs be done voluntarily, the Military Services may direct involuntary consecutive overseas tours (ICOTs). To maximize the benefits to be realized from COTs, the Military Services shall ensure that tour obligations are met before reassigning service members. While it is realized that the exigencies of military service may result in the early reassignment of a service member, such actions shall be minimized.

5.7.1. In-place Consecutive Overseas Tours. Service members serving on either an accompanied or unaccompanied tour may, upon completion of the initial tour, to include voluntary extensions to said tour, request an IPCOT. By doing so, the service member agrees to serve another complete tour at the same location whether it be the accompanied or the unaccompanied tour. Regardless of the service member's initial tour obligation or the tour length he or she subsequently elects to serve, the service member must serve the minimum prescribed tour lengths.

5.7.2. Intra or Intertheater Consecutive Overseas Tours

5.7.2.1. Such assignments require the PCS movement of the service member and of his or her family, if accompanied. When reassigned on such COTs, service members shall be given the opportunity to serve either the accompanied tour, if authorized at the new duty station, or the unaccompanied tour. Service members being reassigned on intra- or intertheater COTs must serve the prescribed tour lengths at both duty stations.

5.7.2.2. Exceptions to the requirement that service members being reassigned on intratheater COTs must serve the prescribed tour lengths at both duty stations may be authorized on a case-by-case basis by the Secretary concerned. Requests to waive this requirement shall originate at the general/flag officer level. Approval authority may be delegated to the general/flag officer level (O-6 in the Marine Corps), but no lower than the headquarters level that directs assignments. However, these individuals may approve only those exceptions that shall result in the service member serving at least the equivalent of two unaccompanied tours prior to being reassigned from the theater. If it is determined that the service member must serve less than the equivalent of two unaccompanied tours, then such exceptions shall be authorized only by the Secretary concerned.

5.7.2.3. Service members declared surplus to requirements at their old duty station may retain their original tour-completion date as long as they do not change their initial tour election (accompanied or unaccompanied) and they have at least 12 months theater retainability after arrival at their new duty station.

5.7.3. Consecutive Overseas Tours for SAO Personnel. Consecutive overseas tours of duty in a Chief, SAO, position shall be subject to the approval of the Director, DSAA. Such reassignments must be reviewed by the Military Department concerned and the responsible Unified Command.

5.7.4. Leave Travel in Connection with Consecutive Overseas Assignments

5.7.4.1. Title 37 U.S.C. 411b (reference (g)) stipulates that service members stationed outside the CONUS who are ordered to a consecutive tour of duty at the same duty station or who are reassigned PCS to another overseas duty station may be paid travel and transportation allowances in connection with authorized leave from their last duty station. Such allowances also may be paid for the service member's dependents. Tours of duty, whether at the same duty station or a new duty station, must be the authorized tours as prescribed in enclosure E3.

5.7.4.2. Travel entitlements shall not exceed those authorized by the JTR, Volume I (reference (h)). Further travel limitations under this program are outlined in subparagraph 5.7.4.2.1. through 5.7.4.2.3. below, and in DoD Directive 1327.5 (reference (p)).

5.7.4.2.1. Service members who shall be serving on an IPCOT must have completed their initial tour, to include voluntary extensions, and agreed to and be authorized by the Military Service concerned to serve the prescribed tour length elected.

5.7.4.2.2. For the service member's dependents to be eligible for the allowances outlined in the JTR, Volume I, reference (h), service member must be serving an IPCOT or shall be reassigned to an accompanied tour. Also, the service member's dependents shall be command sponsored.

5.7.4.2.3. Whether an IPCOT or a PCS move to a new overseas duty station, service members shall obtain the obligated military service (retainability) for the new tour length prescribed by this Directive.

5.7.4.3. When the service member is reassigned PCS before completing the prescribed tour for his or her initial overseas duty station, the travel entitlements authorized in references (h) and (p) for intra- or intertheater COTs may not be denied. As such, the Military Service must exercise extreme caution in curtailing overseas tours to effect a COT and ensure that such actions are done only when there is no other recourse available to the Military service concerned.

## 5.8. Homebasing and Follow-on Assignment Programs

5.8.1. To reduce PCS costs and increase stability for the service member and his or her family, all Military Services whenever feasible shall have a homebasing policy. For those service members not participating in the home-basing program, the Military Services shall notify the service member, when practicable, about follow-on assignments before he or she departs for a hardship tour.

5.8.2. The intent of both programs is to reduce PCS costs and to increase stability for the service member and his or her family. To achieve these goals, the Military Services shall ensure the following procedures are followed:

5.8.2.1. Service members desiring to participate in the homebasing program must, upon official notification of their homebasing assignment, sign a written

statement that they understand the intent of the homebasing assignment program and acknowledge that they are expected not to use their dependent-travel entitlements, shipment of HHGs (except those shipped to the service member's overseas duty station for his or her use), nontemporary storage of HHGs (except service members without dependents), and with-dependent DLA.

5.8.2.2. Service members desiring to participate in the follow-on assignment program must, upon official notification of their follow-on assignment, sign a written statement that they understand the intent of the follow-on assignment program and acknowledge that they are expected not to use their dependent-travel entitlement except to the locale of the follow-on assignment, shipment of HHGs except to the locale of the follow-on assignment and those shipped to the service member's overseas duty station for his or her use, non-temporary storage of HHGs (except service members without dependents), and dependent DLA for any move to a location other than the service member's follow-on assignment.

5.8.3. If either the service member's homebasing or follow-on assignment is canceled or changed by the Military Service, then the entitlements not executed by the service member may be used. Similarly, if the service member, contrary to the intent of either program, executes his or her entitlements, then the Military Service may cancel or change the previously approved homebasing or follow-on assignment.

5.9. Curtailment of Overseas Tours. To enhance stability for the service member and his or her unit, and to offset the costs associated with overseas assignments, service members shall serve the tour lengths for which they are assigned. While the exigencies of military service may require reassigning service members before they complete their prescribed tours, such decisions by the Military Service must be kept to the absolute minimum. A curtailment may be granted on a individual case-by-case basis by the Military Service concerned if it is the only recourse available, and if in the best interest of the Government. Requests must originate at the general/flag officer level and shall be approved by the Secretary concerned. Approval authority may be delegated to the general/flag officer level (O-6 in the Marine Corps), but no lower than the headquarters level directing assignments. Curtailment of SAO Chiefs requires Director, DSAA, approval. Other SAO positions require concurrence of the Unified Command concerned (general/flag officer level).

#### 5.10. Sole Surviving Son or Daughter

5.10.1. Assignment Restrictions. A sole surviving son or daughter may not be assigned to a PCS, a TDY, or duties involving actual combat with the enemy if he



or she or one of his or her parents submits a written request for noncombat duty. On approval of such a request, a sole surviving son or daughter shall not be assigned to any overseas area designated as a hostile-fire or imminent-danger area (see subsection 5.11., below) nor to duties that regularly might subject him or her to combat with the enemy. A service member acquiring sole surviving son or daughter status when serving in a hostile-fire or imminent-danger area or when performing combat duties shall be reassigned on approval of a request for assignment restriction under this paragraph. This policy shall not preclude assigning sole surviving sons or daughters to overseas areas where combat conditions are nonexistent.

5.10.2. Eligibility Criteria. Acquiring or retaining sole surviving son or daughter status shall not depend on the existence of any other living family member, including a sole surviving son with one or more surviving sisters or including a sole surviving daughter with one or more surviving brothers. The continued existence of a family unit shall not be required for qualifying as a sole surviving son or daughter. The service member may qualify as a sole surviving son or daughter through either his or her father or mother. The parent through whom the service member seeks to qualify shall not need to be living, but the service member shall be the only remaining son or daughter, natural or adopted, of that parent.

5.10.3. Waivers

5.10.3.1. When the parent(s) of a qualified sole surviving son or daughter requests protective assignment under this subparagraph for the service member, the service member shall be afforded the opportunity of waiving the parental request before a final determination is made by the Military Service concerned.

5.10.3.2. A service member who has been advised of the provisions of this subparagraph and who then enlists, reenlists, or extends voluntarily his or her period of active duty with the U.S. Armed Forces after the date of notification of the family casualty on which the sole surviving status is based shall be considered as automatically having waived his or her rights to the protective assignment provisions under this subparagraph.

5.10.3.3. A service member who has waived his or her status as a sole surviving son or daughter may request reinstatement of that status at any time.

5.11. Assignment to Duty in Designated Hostile-fire or Imminent-danger Areas

5.11.1. Assignment to duty in a hostile-fire or imminent-danger area

(hereafter referred to as "hostile-fire area"), as specified in the DoD Military Pay and Allowances Entitlements Manual (reference (q)), must be shared equitably by all similarly qualified service members except as follows:

5.11.1.1. If a service member of a family is killed or dies when serving in a designated hostile-fire area, other service members of the same family shall be exempt on request from serving in designated hostile-fire areas or if serving in such an area shall be reassigned from there. That exemption applies to those service members determined by the Veterans Administration (VA) or a Military Service to be 100-percent physically or mentally disabled, and because of such disability shall be hospitalized continually and shall not be employed gainfully. Family members similarly shall be exempt, on request, when another family member is in a captured or missing status.

5.11.1.2. Service members qualifying as sole surviving sons or daughters and requesting noncombat duty or not waiving a request submitted by a parent shall be subject to subsection 5.10., above.

5.11.1.3. Assignment of conscientious objectors shall be subject to the restrictions in DoD Directive 1300.6 (reference (r)).

5.11.2. Wounded personnel having been hospitalized 30 or more days outside a hostile-fire area due to a specific hostile-fire action resulting from combat service shall not be returned to such service during the tour when wounded. Service members reassigned under this paragraph, if needed, may be eligible for subsequent hostile-fire-area tours. Service members may return voluntarily to a hostile-fire area, if medically qualified. The provisions of this paragraph shall not apply to service members hospitalized for injury, accident, or illness not attributable to hostile-fire action. This prevents considering cases such as self-inflicted wounds and other noncombat causes.

5.11.3. Requests for combat deferment or exemption may be submitted only by the service member and must be written under instructions prescribed by the Military Service concerned. Requests for deferment should be submitted within 15 days after receiving orders, assignment instructions, unit alert, or scheduled movement. Requests for combat exemptions may be submitted at any time. A service member submitting an application for deferring or exempting from his or her assignment should be retained in place until action on his or her application is finalized.

5.11.4. For the purpose of this paragraph, family members include the

following:

5.11.4.1. Father and Mother. This includes stepfather, father by adoption, stepmother, mother by adoption, or those who have stood in loco parentis for at least 5 years.

5.11.4.2. Brothers and Sisters. This includes stepbrothers, brothers by adoption, half brothers, stepsisters, sisters by adoption, or half sisters.

5.11.4.3. Husband and Wife.

5.11.4.4. Children:

5.11.4.4.1. Legitimate child.

5.11.4.4.2. Legally adopted child.

5.11.4.4.3. Stepchild, if a member of the household at the time of death of the service member or former service member.

5.11.4.4.4. An illegitimate child of a female service member or a female former service member.

5.11.4.4.5. An illegitimate child to whose support a male service member or former service member shall have been ordered or decreed judicially to contribute, decreed judicially to be the father, or shall have acknowledged in writing under oath that he is the father.

5.11.4.4.6. A person standing in loco parentis minimally for 5 years before death to the service member or former service member.

## 6. DEPENDENT TRAVEL

Unless otherwise prohibited by this Directive or the JTR, Volume I (reference (h)), all service members are entitled to transportation of their dependents at Government expense upon each PCS for travel performed from the service member's old duty station to the new permanent duty station or to a place designated by the service member. Specifics regarding transportation entitlements and reimbursements are outlined in reference (h). There are certain considerations and limitations when moving military dependents overseas. Those considerations and limitations are

outlined in section 6.

## 6.1. The Movement of Dependents Overseas

6.1.1. Military dependents are citizens in their own right, whether citizens of the United States or foreign nations. As such, there are limitations on what the Military Departments may prohibit or direct with regard to dependent travel.

6.1.1.1. Unless travel overseas is prohibited by the Department of State or the host country denies entry, military dependents may travel at their own expense to any foreign country. When such personal decisions are made by the service member or his or her dependents, it should be understood that the dependents may not be governed by existing SOFAs. The Government may not provide for transportation nor any other amenities provided to command-sponsored dependents.

6.1.1.2. Dependents residing overseas, regardless of whether they are residing with their sponsor may be ordered by a military commander to depart the overseas location. However, neither the commander nor the Military Department may require the dependents to actually leave a foreign country. Such action may be taken only by the government of the host nation under normal diplomatic protocol. The Military Departments may take steps under their authority including the revoking of command sponsorship, restricting from the installation, etc.

6.1.2. Decisions to authorize dependent travel overseas at Government expense shall be based on the available standard of living; the general desirability of the location; adequacy of dependent support facilities; the political climate existing in the respective country; *force protection and anti-terrorism concerns to include authorized payment of Imminent Danger Pay (IDP) if any*; the probability of being attacked by a potential enemy; and the possible adverse effect that the presence of dependents may have on a unit's mission, operational readiness, or combat capability. Normally, dependent travel shall not be authorized to any overseas location where one or more of the above factors significantly is unfavorable.

6.1.3. ASD(*FMP*) approval shall be obtained by any Military Department or DoD Component desiring to move the dependents of service members to any location where command-sponsored dependents currently are not authorized. Similarly, commanders shall not authorize service members to have command-sponsored dependents present in the vicinity of the overseas duty station, unless an accompanied tour is authorized for the service member's duty station. Requests for exceptions to the dependents restriction shall include all information on supporting dependents,

including school availability.

6.1.4. In an overseas location where command-sponsored dependents of any Military Service are authorized to be present, command-sponsored dependents of all Military Services shall be authorized, unless specific restrictions are imposed by the ASD(*FMP*). When the Secretary concerned or the Unified Commander judges that command-sponsored dependents in a location becomes undesirable, ASD(*FMP*) approval shall be sought to withhold authorizing further dependent movement to that location at Government expense.

## 6.2. Limitations on Dependents Overseas

6.2.1. Service members with command-sponsored dependents shall be entitled to transportation of authorized dependents to and from their overseas duty stations at Government expense, and to applicable station allowances at the "with dependents" rate, in accordance with the JTR, Volume I (reference (h)). Conversely, dependents of service members not command sponsored may not be entitled to Government transportation to or from the service member's overseas duty station nor entitle the service member to station allowances at the "with dependents" rate, except as authorized in reference (h) or in this Directive.

6.2.2. Command-sponsored dependents normally shall be permitted to use available dependent support facilities (such as exchanges, commissaries, etc.). Under the House of Representatives Report No. 94-710 (reference (s)), non-command-sponsored dependents residing in 12-month unaccompanied tour areas in the Far East (see enclosure E2.) may not be permitted to use any dependent support facilities when the service member's tour remains the unaccompanied tour.

6.2.3. All dependents, regardless of whether command or noncommand sponsored in the overseas area, shall be furnished medical care.

## 6.3. Command Sponsorship

6.3.1. Provided they meet the eligibility criteria of this Directive, service members desiring to have their dependents command sponsored shall be given every opportunity to serve the accompanied tour. While the service member is not entitled by statute to serve the accompanied tour, there are statutory entitlements associated with such tours. As such, care must be taken by the Military Departments in denying command sponsorship. Denying or revoking command sponsorship for reasons other than those authorized by this Directive may be done only by the Secretary concerned.

This authority shall not be delegated.

6.3.2. Service members assigned to locations where an accompanied tour length is authorized and whose unexpired terms of military service are less than the prescribed accompanied tour length shall not be authorized command sponsorship of their dependents, unless they voluntarily extend their terms of military service to permit completion of the prescribed accompanied tour. Exceptions to this policy shall be authorized only under the following conditions:

6.3.2.1. When it has been determined that it would be in the best interest of both the service member and the Military Service that the service member be granted an exception to serve less than the prescribed accompanied tour length. When this exception is used, the service member's overseas tour shall be extended to his or her ETS. Approval authority for this exception rests solely with the Secretary concerned and shall not be delegated. (Paragraph 6.3.7., below, shall apply.)

6.3.2.2. In cases involving installation closure or similar action, service members accompanied by command-sponsored dependents, who are moved involuntarily from one overseas duty station to another to complete their overseas tour, shall have their dependents command sponsored at the new duty location if dependents are authorized at the new location, regardless of the amount of time remaining on their tour. (This exception applies only to intra-theater COTs.)

6.3.2.3. When service members are reassigned under PCS orders between units ashore and/or afloat units homeported at the same overseas location, their dependents shall remain command sponsored, if previously command sponsored.

6.3.3. Dependents not command sponsored may not be furnished space-available transportation incident to travel to the sponsor's overseas duty station during the course of the overseas tour of duty. Exceptions to this policy may be authorized only under the following conditions:

6.3.3.1. Dependents acquired in an overseas location during the course of a service member's tour of duty, if not entitled to transportation at Government expense, are eligible for transportation on a space-available basis with the service member's PCS move from the overseas location, if the requirements of the U.S. Immigration and Naturalization Service for entry into the United States shall have been met.

6.3.3.2. On a case-by-case basis, the Chiefs of Staff of the Army and the

Air Force, the Chief of Naval Operations, and the Commandant of the Marine Corps may authorize noncommand-sponsored dependents to compete for space-available transportation from the overseas location with the service member's PCS move, when such an exception clearly must be in the best interest of both the service member and the U.S. Government.

6.3.4. Service members serving on an unaccompanied tour and who are later joined by noncommand-sponsored dependents or who acquire dependents may have these dependents command sponsored, if all of the following conditions are met:

6.3.4.1. An accompanied tour is prescribed in enclosure E3. for that duty station and said service member is eligible to serve the accompanied tour. (An exception is when a child is born to a service member assigned to a location where the accompanied tour is not authorized.)

6.3.4.2. The service member agrees to serve the prescribed accompanied tour and has at least 12 months remaining on his or her overseas tour after approval of command sponsorship or arrival of dependents at the overseas duty station, whichever is later.

6.3.5. HHGs may not be shipped to a station outside the CONUS when less than 12 months remain on the service member's overseas tour after the date of the scheduled arrival of the HHGs at the current overseas station. The Secretary concerned may grant exceptions on an individual basis and in cases involving organized unit moves.

6.3.6. Service members serving on an unaccompanied tour and who are later joined by noncommand-sponsored dependents or who acquire dependents overseas, and those dependents who subsequently become command sponsored under the provisions of paragraph 6.3.4., above, are entitled to overseas station allowances at the "with dependents" rate and dependent travel at Government expense from the overseas station on the service member's next PCS.

6.3.7. Notwithstanding eligibility under other criteria in paragraph 6.3.2., above, dependents may not be command sponsored, unless the service member shall have at least 12 months remaining on his or her overseas tour after arrival of dependents or approval of command sponsorship, whichever is later.

6.3.8. The provisions of subparagraphs 6.3.4.1. and 6.3.4.2., above, shall not apply to service members stationed in Hawaii, Alaska, the Commonwealth of Puerto

Rico, or a territory or possession of the United States, if the dependents are bona fide residents of the respective State or Commonwealth or are officers or employees of the U.S. Government and stationed in these locations.

#### 6.4. Early Return of Dependents

6.4.1. Command-sponsored dependents of service members stationed outside the United States, the Commonwealth of Puerto Rico, or a territory or possession of the United States who become involved in an incident, as outlined below, may be transported at Government expense from the service member's duty station to a designated place in the United States, the Commonwealth of Puerto Rico, or a territory or possession of the United States prior to completion of the service member's overseas tour.

6.4.1.1. Embarrassment to the U.S. Government.

6.4.1.2. Prejudicial to order, morale, and discipline in the command.

6.4.1.3. The safety of the dependents no longer may be ensured because of adverse public feelings in the area *or because of force protection and anti-terrorism considerations.*

6.4.2. Service members stationed outside the CONUS may request for personal reasons that their command-sponsored dependents be transported at Government expense to a designated place in the United States, the Commonwealth of Puerto Rico, or a territory or possession of the United States before completion of their overseas tour. The circumstances when such transportation may be authorized are:

6.4.2.1. For medical treatment, if such treatment is not available at the service member's duty station nor readily available in the theater. The service member's request must be supported by medical documentation, including a statement by the attending physician, indicating that the treatment is essential to the well-being of the dependent patient.

6.4.2.2. When death, serious illness, or incapacitation of a dependent normally caring for the service member's minor dependents in the opinion of the approval authority requires that such dependents shall be transported to a place where proper care may be maintained.

6.4.2.3. When determined that adequate educational facilities or housing for dependents no longer exists and such conditions were caused by conditions beyond



the control of the service member. Conditions must have arisen after the dependent began traveling to the service member's overseas duty station. Such conditions affecting other service members accompanied by command-sponsored dependents must be evaluated by the Secretary concerned to determine whether a request to change the tour lengths is appropriate. Conditions affecting individual service members and their dependents shall be supported by documented evidence showing that the factors involved were beyond the service-member's control and may not be resolved in a reasonable time by either the service member or the respective Military Service.

6.4.2.4. When conditions in an overseas theater are such that, although the evacuation of all military dependents is neither warranted nor desired, and the international situation is such that the service member justifiably is concerned for the safety and well-being of his or her dependents. Such determinations must be made by the Unified Commander and on the recommendation of the major commander of the Military Service concerned. Approval authority may be delegated no lower than general/flag officer rank in the headquarters of the respective Unified Command.

6.4.2.5. When determined that the best interest of the Government might be served by the transportation of one or more of the service member's dependents for compelling personal reasons that may not be resolved by the service member. Furthermore, it must be shown that such conditions adversely have affected the service member's duty performance.

6.4.2.6. When a dependent receives orders from the Selective Service Board directing him or her to report to a location in the United States for induction into the U.S. Armed Forces.

6.4.2.7. When it has been shown that acceptable employment opportunities for dependent children aged 18 years or older are not available. Such requests may be considered only when the service member and dependents are residing outside the United States, the Commonwealth of Puerto Rico, or a territory or possession of the United States, and the dependent children meet the definition in 37 U.S.C. 401 (reference (g)).

6.4.2.8. When service members have been sentenced by court-martial to be confined or dismissed or to receive a punitive discharge, and it has been shown that the early return of the service member's dependents is in the best interest of the Government. Similar considerations may be given to service members sentenced to a civil confinement facility. Approval authority rests with the officer exercising special

or general court-martial jurisdiction over the service member.

6.4.3. Service members stationed outside the CONUS whose marriage is terminated by divorce or annulment may receive Government transportation for their ex-family members to a designated place in the United States, the Commonwealth of Puerto Rico, or a territory or possession of the United States.

6.4.3.1. To be eligible for such transportation:

6.4.3.1.1. The dependents must have been residing with the service member and command sponsored.

6.4.3.1.2. The divorce or annulment shall have occurred while the service member and his or her dependents were overseas.

6.4.3.2. Requests for such transportation may be made by either the service member or the former spouse. Requests by the former spouse only may be made only when the former sponsor (service member) is not available or when the service member has refused to initiate such requests.

6.4.4. Unless otherwise indicated, approval authority for early return of command-sponsored dependents shall not be delegated below the level of the service member's installation commander, if the commander is in the grade of O-6 or higher. With the exception of command-sponsored dependents, the only other dependents who shall be eligible for "early-return" transportation are those dependents remaining overseas under the authority of paragraph 5.5.2., above, or those dependents moving overseas under the authority of subsection 6.5., below. Approving officials may authorize the early return of eligible dependents only when the service member clearly has shown that a valid need to return his or her dependents exists, the problem or situation occurred after arrival at the overseas duty station, and local resources (on or off post) can not resolve the problem. The approval authority should obtain recommendations from religious, mental health, financial management, family counseling, or legal agencies. If the service member's situation does not meet these criteria, the request shall be disapproved. The early return of dependents under this Directive must be applied judiciously and understood clearly by all that early return shall be a last resort.

6.4.5. Except where authorized in section 6., dependents must begin travel prior to the service member being notified by his or her Military Service that he or she is being reassigned PCS from the overseas duty station. Notification of a forthcoming

assignment from the overseas duty station shall take precedent over unexecuted "early return" dependent orders. (NOTE: Notification must have been through channels normally used by the Military Service concerned. Receipt of PCS orders shall not be required.)

6.4.6. Except for dependents relocating under subparagraph 6.4.1.3., above, dependents returning early at Government expense subsequently may not be transported at Government expense until such time as the service member is reassigned from his or her overseas duty station or receives an approved IPCOT. Relocating a service member's dependents early shall not have a bearing on the requirement that the service member complete the prescribed accompanied tour.

6.4.7. If the dependents subsequently are returned to the service member's overseas duty station at the service member's expense, they may be again command sponsored, for return Government transportation and station allowances at the "with dependents" rate, if all of the following conditions are met:

6.4.7.1. The service member shall not have been notified by his or her Military Service that he or she is being reassigned PCS from the overseas duty station. (NOTE: Notification must have been through channels normally used by the Military Service concerned. Receipt of PCS orders shall not be required.)

6.4.7.2. The service member shall have at least 24 months remaining on his or her overseas tour after approval of command sponsorship.

#### 6.5. Designated-location Move for Foreign-born Spouses

6.5.1. When service members with foreign-born spouses are being assigned to a dependent-restricted overseas location, they may request that their spouse and other dependents be relocated at Government expense to the spouse's native country while the service member is assigned to the dependent-restricted location. Approval authority rests with the Secretary concerned, and it shall not be delegated below the headquarters that directs the dependent transportation policies or procedures for the Military Service.

6.5.2. Requests may be approved only when documented evidence shows that due to unusual circumstances or conditions the spouse's native country is the appropriate location for the dependents to reside during the service member's overseas assignment. When the dependents' residence shall be in a country other than where the service member is being assigned, the service member shall serve the prescribed

tour length for his or her duty station. If the dependents and service member shall be residing in the same country then the service member shall serve a minimum tour of 24 months. Based upon the exigencies of the Military Service, the Secretary concerned may direct that the service member serve a tour greater than 24 months.

6.5.3. These dependents shall not be considered command sponsored, however, the service member will be entitled to station allowances at the "with dependents" rate.

## 7. ASSIGNMENT TO THE OFFICE OF THE SECRETARY OF DEFENSE, THE ORGANIZATION OF THE JOINT CHIEFS OF STAFF, AND THE DEFENSE AGENCIES

### 7.1. Policy

7.1.1. All positions in the OSD, the OJCS, and the Defense Agencies shall be evaluated under DoD Directive 1100.9 (reference (e)) to determine if the positions shall be filled by service members from the Military Services. Those positions so designated should be filled to represent the Military Services equitably, if such distribution is in accord with the resources of the Military Services and approved manning documents. Only those positions requiring specific expertise of one Military Service shall be considered non-rotational among all Military Services.

7.1.2. The normal tour of duty for service members assigned to OSD, DoD Field Activities, and the Defense Agencies shall be 3 years, unless otherwise specified or arranged with the Military Services. Extensions should be approved if consistent with Military Service requirements and career progression of the service members, and if not in conflict with statutory limitations. As stipulated in 10 U.S.C. 143(e) (reference (i)), officers assigned or detailed to duty on the Joint Staff (OJCS) may not serve a tour of duty of more than 4 years.

7.1.3. Service members may be released before completing a normal or extended tour of duty with the concurrence of the Chairman, Joint Chiefs of Staff, a Principal Staff Assistant to the Secretary of Defense, or the Director of the Defense Agency. Requests from the Military Services for reasons of operational necessity should be approved if a timely replacement action is taken.

7.1.4. When a general/flag officer is assigned duties as a Deputy Assistant Secretary of Defense, his or her authority is limited in that he or she may not act for or perform the functions of the Assistant Secretary of Defense.

## 7.2. Procedures

### 7.2.1. Functional Charts, Organizational Charts, Staffing Plans, and Position Descriptions

7.2.1.1. The Principal Staff Assistant to the Secretary of Defense, the Chairman, Joint Chiefs of Staff, and the Directors of the Defense Agencies, with the exception of the National Security Agency/Central Security Service (NSA/CSS), shall prepare and shall approve information required for organizational charts, functional charts, and staffing plans based on approved authorizations for their respective organizations to include the following:

7.2.1.1.1. Identifying each position as either military or civilian.

7.2.1.1.2. Submitting a completed military position description (SD Form 37, "Request for Nominations of Military Personnel") to the Deputy Assistant Secretary of Defense (Administration) DASD(A), Attention: Military Personnel Division, supporting staff plans when revising the title or content of a position. Military personnel requirements shall be submitted to the DASD(A), Attention: Military Personnel Division, on SD Form 37. Except for unusual circumstances, nominations shall be requested from only one Military Service for each requirement. The SD Form 37 for positions of Deputy Assistant Secretary of Defense must contain the comment that "the incumbent shall not act for or perform the functions of the Assistant Secretary." (The provisions of this subparagraph do not apply to the OJCS or the Defense Agencies with the exception of DSAA and DARPA.)

7.2.1.1.3. Conducting a continuing review of organizational charts, functional charts, staffing plans, and position descriptions, and updating them as changes occur.

7.2.1.1.4. Providing organizational charts, functional charts, and staffing plans to the DASD(A) as changes occur or on his request.

7.2.1.1.5. Providing each Military Service with current organizational charts, functional charts, staffing plans, and military position descriptions. Positions designated "military" shall be incorporated by the Military Services into their manpower and personnel systems.

7.2.1.2. The Director, NSA/CSS, through close working relationships with the Military Departments, shall provide for manpower documentation and review,

to include the following:

7.2.1.2.1. Providing organizational manual, chart, organization titles, and designators to Services on a limited distribution basis and making available NSA/CSS Table of Distribution for reviewing through Service Cryptologic Agencies (SCA) liaison offices and the Office of the NSA/CSS Representative in the Pentagon.

7.2.1.2.2. Providing detailed military requirements to SCAs/Services by Military Service, grade, skill, and organizational assignment, and providing additional supportive descriptions of all officer and top three enlisted manpower requirements.

7.2.1.2.3. Providing organizational charts to office level identifying key civilian and military positions by grade.

7.2.1.2.4. Providing periodic information on billet incumbency information to facilitate manning procedures and annually reviewing key-position assignments in coordination with senior service representatives and SCA chiefs.

7.2.1.2.5. Reviewing periodically and coordinating manpower resource program adjustments and resulting impacts on personnel manning plans and referring any unresolved issues to OSD for decision.

#### 7.2.2. Filling of Positions

7.2.2.1. The Chairman, Joint Chiefs of Staff, the DASD(A) for the Office of the Secretary of Defense, DoD Field Activities (except of the Joint Tactical Command, Control and Communications Agency (JTC3A)), and the Directors of the Defense Agencies (except of NSA/CSS and those positions in subparagraph 7.2.2.4., below) shall submit personnel requisitions with a military position description to the respective Military Service through personnel channels approximately 9 months in advance of the incumbent's scheduled rotation date. The personnel requisition shall indicate all special qualifications, including security-clearance level or special access requirements for the position. New or additional personnel requirements shall be forwarded to the Military Service when approved. Requisitions for positions in subparagraph 7.2.2.4., below, shall be submitted after clearance is obtained from the Special Assistant to the Secretary and Deputy Secretary of Defense.

7.2.2.2. The Secretaries of the Military Departments shall provide qualification records or brief military history and performance of the nominees to the requisitioning personnel office for acceptability determination at least 120 days prior to

the proposed reporting date when filling positions designated as "Nominative" by the Chairman, Joint Chiefs of Staff, the DASD(A) for the Office of the Secretary of Defense, DoD Field Activities (except JTC3A), and the Directors of the Defense Agencies (except NSA/CSS). Qualification records of individuals being assigned without prior nomination shall be provided at the time the assignment is made.

7.2.2.3. The Chairman, Joint Chiefs Staff, the Principal Staff Assistant to the Secretary of Defense, and the Directors of the Defense Agencies (except NSA/CSS and those positions in subparagraph 7.2.2.4., below), shall determine the acceptability of service members and shall advise the nominating Military Service through prescribed personnel channels within 15 days of receiving the qualification records.

7.2.2.4. The Secretary and Deputy Secretary of Defense and the Executive Secretary must be kept informed of projected vacancies which may have a policy-making impact on the Department of Defense. This broad definition includes as a minimum positions equivalent to that of Deputy Assistant Secretary of Defense. The following procedures shall apply:

7.2.2.4.1. The Executive Secretary to the Department of Defense shall be advised of all projected vacancies before any formal or informal action to fill the position. Where the anticipated loss is on a programmed basis, this notice should be given in sufficient time for the Military Departments to nominate and reassign in an orderly manner and avoid personnel turbulence.

7.2.2.4.2. Recommendations from the appropriate official regarding his or her suggested candidate(s) to fill positions should be provided to the Executive Secretary to the Department of Defense. The Executive Secretary subsequently shall advise the Secretary and Deputy Secretary of Defense on any interviewing of the candidate.

7.2.2.4.3. No commitment accepting any candidate may be made without prior clearance of the DoD Executive Secretary obtaining the concurrence of the Secretary or Deputy Secretary of Defense.

7.2.2.5. The Military Services shall conduct any security checks and investigations required to satisfy the security requirements of each position and shall publish orders effecting the assignment of service members to the gaining organization.

7.2.3. Rotation and Release of Service Members. The Secretaries

concerned shall reassign service members for duty (or release from duty) on receiving notification from the Chairman, Joint Chiefs of Staff, the DASD(A), or the Director of the respective Defense Agency.

#### 7.2.4. General/Flag Officer Positions

7.2.4.1. Assignment actions involving general/flag officers requiring the advice of the Joint Chiefs of Staff, specific approval of the Secretary of Defense and/or the President of the United States with the concurrence of the United States Senate, shall be processed under DoD Instruction 1320.4 (reference (t)).

7.2.4.2. The Chairman, Joint Chiefs of Staff, the Principal Staff Assistant to the Secretary of Defense, and Directors of Defense Agencies shall:

7.2.4.2.1. Evaluate the qualifications of the general/flag officers nominated by the Military Services. When feasible, nominees shall be interviewed.

7.2.4.2.2. Transmit actions recommended for approval, by memoranda, to the Secretary of Defense when approval is required.

7.2.4.3. Except when required by statute, assigning officers to general/flag rank positions below the rank of lieutenant general and vice admiral shall be made with the approval of the Chairman, Joint Chiefs of Staff, a Principal Staff Assistant to the Secretary of Defense, or the Director of the respective Defense Agency with the following provisions:

7.2.4.3.1. Assignments to the positions of Director and Principal Deputy of Defense Agencies shall be subject to the concurrence of the Deputy Secretary of Defense. All other assignments to general/flag rank positions in Defense Agencies shall be subject to the concurrence of the DASD(A).

7.2.4.3.2. Assignments to the Office of the Secretary of Defense shall be subject to the concurrence of the DASD(A) or higher authority.

7.2.4.3.3. Assignments to the OJCS shall be approved by the Chairman, Joint Chiefs of Staff, under DoD Directive 5158.1 (reference (u)).

7.3. Delegation of Authority. The functions in paragraphs 7.2.1. and 7.2.2., above, may be delegated when necessary to officials in the respective organizations.

7.4. Exceptions. The Chairman, Joint Chiefs of Staff, the DASD(A) for the



Office of the Secretary of Defense, DoD Field Activities (except JTC3A), and the Director of the respective Defense Agency may approve tour extensions within existing billet authorizations in instances when qualified individuals of the designated category or rank are not available to fill authorized positions.

## 8. POLICY WAIVERS

8.1. Unless authorized by this Directive, exceptions to the policies and procedures in sections 4., 5., and 6., above, shall not be authorized.

8.2. Specifics concerning DoD policy, procedures, responsibilities, and approval authorities for selecting, training, and assigning personnel to Security Assistance Organizations are in DoD Directive 2055.3 (reference (v)) and the JCS MOP 173 (reference (o)).

## 9. RESPONSIBILITIES

9.1. The Assistant Secretary of Defense (Force, Management *Policy*) (ASD(*FMP*)), shall develop, publish, and maintain a single Directive (DoD Directive 1315.7) that shall provide the following:

9.1.1. PCS policies and procedures to be used by the Military Services in maintaining an equitable assignment system for enhancing career attractiveness, sustaining an assignment base for overseas tours of duty, and achieving PCS stability.

9.1.2. Standardized overseas tour lengths for service members stationed outside the CONUS *to include assessment of force protection and anti-terrorism considerations IAW DoD Directive 2000.12 (reference (x))*.

9.1.3. Policies and procedures for assignments to designated hostile-fire or imminent-danger areas.

9.1.4. Policies and procedures for assigning sole surviving sons or daughters and for assigning or reassigning service members from the same immediate family.

9.1.5. Policies and procedures for assigning service members to the OSD, DoD Field Activities (except JTC3A), the OJCS, and the Defense Agencies.

9.1.6. Policies and procedures involving the transportation of military dependents at Government expense.

9.2. The Deputy Assistant Secretary of Defense (Administration) (DASD(A)), shall be responsible for assigning, reassigning, and releasing service members to and from OSD and the DoD Field Activities (except JTC3A).

9.3. The Chairman *of the* Joint Chiefs of *Staff*, shall be responsible for:

9.3.1. *Assigning, reassigning, and releasing service members to and from his staff.*

9.3.2. *Recommending appropriate tour lengths and restrictions on accompanied tours as required by DoD Directive 2000.12 (reference (x)).*

9.4. The Director, Defense Intelligence Agency, (DIA) shall establish tour lengths for service members assigned to the Defense Attache System.

9.5. Heads of DoD Components shall ensure that the policies and procedures of this Directive shall be implemented.

9.6. The Secretaries of the Military Departments shall:

9.6.1. Establish procedures within their respective Departments to monitor and measure PCS turbulence. While there are no specific formats required, the Secretary concerned must maintain not only data on the number of exceptions approved but also historical data that shall enable the Military Services and the Department of Defense to determine the effectiveness of assignment policies and the cost-effectiveness of statutory entitlements. Data pertaining to the number of policy waivers (see sections 4., 5., and 6., above) approved by the Military Services will be reported to the Secretary concerned and the ASD(*FMP*) on a semiannual basis (see section 10., below).

9.6.2. Be responsible for nominating and assigning service members within the prescribed suspense dates and for meeting special qualifications (i.e., security, education, and experience requirements) reflected on personnel requisitions (SD Form 37).

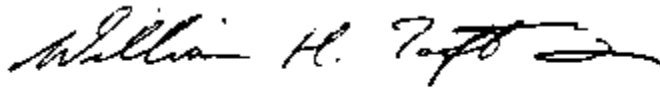
9.7. The Secretary of the Navy shall manage sea and hardship duty with deployment-designated units of the FMF.

## 10. INFORMATION REQUIREMENTS

The "Turbulence Report" is assigned Report Control Symbol DD-FM&P(SA) 1675.

# 11. EFFECTIVE DATE AND IMPLEMENTATION

This Directive is effective immediately. Forward two copies of implementing documents to the Assistant Secretary of Defense (Force Management *Policy*) within 90 days.

A handwritten signature in black ink, reading "William H. Taft, IV". The signature is fluid and cursive, with a long horizontal stroke at the end.

William H. Taft, IV  
Deputy Secretary of Defense

## Enclosures - 6

1. References, continued
2. Definitions
3. Overseas Tour Lengths for U.S. Service Members (Other Than the Defense Attache System)
4. Guidelines for Determining Tour-length Combinations
5. Tour-length Data Sheet
6. Privacy Act Statement - Combat Exemption

E1. ENCLOSURE 1

REFERENCES, continued

- (e) DoD Directive 1100.9, "Military-Civilian Staffing of Management Positions in the Support Activities," September 8, 1971
- (f) [DoD Directive 1000.17](#), "Department of Defense Personnel Assigned to Duty Outside the Department and Supporting Non-DoD Activities," May 31, 1977
- (g) Title 37, United States Code
- (h) Joint Travel Regulations (JTR), Volume I
- (i) Title 10, United States Code
- (j) Public Law 98-525, "Department of Defense Authorization Act, 1985" October 19, 1984
- (k) [DoD Directive 5000.1](#), "Major System Acquisitions," March 12, 1986
- (l) House of Representatives Report No. 99-81, "Department of Defense Authorization Act, 1986," May 10, 1985
- (m) Senate Report No. 99-176, "Department of Defense Appropriation Bill, 1986;" November 6, 1985
- (n) [DoD Directive 5132.10](#), "Security Assistance Technical Assistance Field Teams (TAFTs)," December 14, 1973
- (o) Joint Chiefs of Staff Memorandum of Policy (JCS MOP) 173, "Manpower for
- (p) DoD Directive 1327.5, "Leave and Liberty," September 24, 1985
- (q) DoD Military Pay and Allowances Entitlements Manual, January 1, 1967
- (r) DoD Directive 1300.6, "Conscientious Objectors," August 20, 1971
- (s) House of Representatives Report No. 94-710, "Department of Defense Appropriations, Fiscal Year 1976, Conference Report," December 10, 1975
- (t) DoD Instruction 1320.4, "Military Officer Actions Requiring Approval of the President or Secretary of Defense, or Confirmation by the Senate," October 29, 1981
- (u) [DoD Directive 5158.1](#), "Organization of the Joint Chiefs of Staff and Relationships with the Office of the Secretary of Defense," May 1, 1985
- (v) DoD Directive 2055.3, "Manning of Security Assistance Organizations and the Selection and Training of Security Assistance Personnel," March 11, 1985
- (w) DoD 7110.1-M, "Budget Guidance Manual," July 1982, authorized by DoD Instruction 7110.1, October 30, 1980
- (x) [DoD Directive 2000.12](#), *"DoD Combating Terrorism Program," September 15, 1996*

## E2. ENCLOSURE 2

### DEFINITIONS

E2.1.1. Accompanied Tour. The tour length that is the longest at a specific overseas duty station and normally means that a service member is accompanied by command-sponsored dependents. Also referred to as an accompanied-by-dependents tour.

E2.1.2. Active Duty. Full-time duty in the active military service of the United States. Excludes inactive reserve duty or active reserve duty for training that is less than 20 weeks in duration.

E2.1.3. Basic Officers' Course or Specialty Training, or Both. All initial training (such as basic officers' course, special training, and flight training) received by officers before arriving at their first permanent duty station or assignment.

#### E2.1.4. Career Service Members

E2.1.4.1. Enlisted. Service members who have completed their initial enlistment or have over 4 years active duty.

E2.1.4.2. Officers. Grades O-3 and above, all warrant officers, and all limited-duty officers.

E2.1.5. Cohort. A designated group of service members of one or more Military Services with a common link.

E2.1.6. Completion of Training. Completion of all recruit training or technical (known also as occupational specialty) training, or both, received before arrival at the first permanent duty station or assignment.

E2.1.7. Consecutive Overseas Tour. The PCS reassignment of a service member from one overseas duty station to another, regardless of whether it is within the same country or intra- or intertheater. Completion of the initial overseas tour is not essential. (Exception to the PCS requirement would be for an in-place consecutive overseas tour.)

E2.1.8. Continental United States (CONUS). The contiguous 48 states and the District of Columbia.

#### E2.1.9. Dependency Status

E2.1.9.1. Acquired Dependent. A service member's dependent acquired through marriage, adoption, or other action during the course of a service member's current overseas tour of duty. This term does not include those individuals dependent upon the service member or children born of a marriage that existed before commencement of the current overseas tour.

E2.1.9.2. Command-sponsored Dependents. Dependents of a service member residing with the service member at his or her duty station outside the CONUS, where the accompanied tour is authorized and the service member is authorized to serve said tour, and where dependents meet the following conditions:

E2.1.9.2.1. Entitled to travel to the service member's duty station at Government expense incident to the service member's PCS orders.

E2.1.9.2.2. Are authorized by the appropriate authority to be at the service member's duty station.

E2.1.9.2.3. As a result of their residence in the vicinity of the service member's duty station, entitle said service member to station allowances at the "with dependents" rate.

E2.1.9.3. Noncommand-sponsored Dependents. Dependents of a service member residing with the service member at his or her duty station outside the CONUS, where the accompanied tour may or may not be authorized. These dependents shall not be entitled to travel to and from the service member's overseas duty station at Government expense. They shall not entitle the service member to station allowances at the "with dependents" rate. These dependents may be either "acquired dependents" or "individually sponsored by the service member" into the command without endorsement by the appropriate authority. Depending on individual SOFAs, U.S. statutes, congressional guidance, DoD policy, or Military Service regulations, these dependents may be denied access to certain dependent support facilities.

E2.1.10. Dependent. Under this Directive, the service member's "dependent" is defined by 37 U.S.C. 401 (reference (g)). A spouse of a service member who is also a service member shall not be considered a dependent.

E2.1.11. Dependent-restricted Tour. Any overseas duty station with an

established tour that does not permit command-sponsored dependents. Also, referred to as unaccompanied hardship overseas tour or remote tour.

E2.1.12. Designated Place. A location in the United States, the Commonwealth of Puerto Rico, or a territory or possession of the United States named by service members or their dependents as the place where the service member's dependents will establish a residence until further Government transportation of dependents is authorized.

E2.1.13. Dislocation Allowance (DLA). DLA is intended to partially reimburse a service member, with or without dependents, for the expenses incurred in relocating his or her household on a PCS or incident to an evacuation. The conditions governing payment of the DLA are determined by the JTR, Volume I (reference (h)), and this Directive.

E2.1.14. Europe. Austria, Belgium, Cyprus, Denmark, Finland, France, Germany (Federal Republic and West Berlin), Gibraltar, Greece, Iceland, Ireland, Italy, Luxembourg, Netherlands, Norway, Portugal, Spain, Sweden, Switzerland, Turkey, and the United Kingdom.

E2.1.15. Expiration of Term of Service (ETS). The date a service member completes the military service required by an enlistment contract.

E2.1.16. Far East. Under paragraph 6.2.2., above, Indochina, Indonesia, Japan (including the Ryukyu Islands), Korea, Malaya Archipelago, People's Republic of China, Taiwan, and Thailand.

E2.1.17. Follow-on Assignment. The practice of providing service members with their subsequent assignment before being assigned to an unaccompanied hardship overseas tour or Service-designated sea duty.

E2.1.18. Homebasing. The practice of returning service members to their previous permanent duty station or location after completing of an unaccompanied hardship overseas tour or Service-designated sea duty.

E2.1.19. Household. Under this Directive, the service member's "household" is comprised of the service member and those dependents, as defined by 37 U.S.C. 401 (reference (g)), who reside with the service member or are dependent on the service member for over one-half of their support.

E2.1.20. Household Goods. All personal property associated with the home and



all personal effects belonging to a service member and the service member's dependents on the effective date of the service member's permanent or temporary change-of-station orders which can be legally accepted and transported as HHGs by an authorized commercial carrier. Further clarification is contained within the JTR, Volume I (reference (h)).

E2.1.21. In-place Consecutive Overseas Tour. Upon completion of his or her initial overseas tour, to include voluntary extensions, the service member agrees to serve another complete tour at the same duty station. No PCS movement is involved.

E2.1.22. Intertheater Consecutive Overseas Tour. A PCS reassignment between theaters (e.g., from the Pacific to the European theater).

E2.1.23. Intratheater Consecutive Overseas Tour. A PCS reassignment within a particular theater (e.g., from Germany to Spain).

E2.1.24. Key Billet. An overseas position (officers or warrant officers only) of extremely unusual responsibility, where it has been determined that the continued presence of the incumbent is absolutely essential to the mission of the activity or unit or to the United States' presence in that area.

E2.1.25. Military Services. Under this Directive, the term "Military Services" refers to the Army, the Navy, the Marine Corps, and the Air Force.

E2.1.26. Missing Status. Includes missing, missing in action (MIA), interned in a foreign country, captured, beleaguered, besieged by a hostile force, or detained in a foreign country against a service member's will.

E2.1.27. No-cost Move (NCM). Permanent change of assignment (PCA) or PCS moves that incur no fiscal liability to the Government.

E2.1.27.1. Permissible No-cost Moves. Moves involving entitlement to fiscal expenditures, but the service member elects to execute the move at his or her expense. (Notwithstanding the service member's decision to waive voluntarily his or her PCS entitlements, the Military Services must still comply with all applicable PCS policies and procedures outlined in this Directive.)

E2.1.27.2. Zero-cost Move. Moves involving no entitlement to fiscal expenditures such as DLA, temporary lodging allowance, movement of HHGs, or travel accountable to PCS funding under reference (h).

E2.1.28. Overseas. Any area of the world other than the CONUS.

E2.1.29. Overseas Long Tour. A tour of duty in an overseas location where the tour length is equal to or greater than the 36-month accompanied tour and the 24-month unaccompanied tour.

E2.1.30. Overseas Short Tour. A tour of duty in an overseas location where the tour length is less-than the 36-month accompanied tour or the unaccompanied tour is less than 24 months.

E2.1.31. Permanent Change of Assignment (PCA). A transfer between permanent assignment when the authority to move HHGs or entitlement to travel payment does not exist. This includes changes between commands such as from Headquarters, Department of the Army, to the OJCS. This also may be defined as a no-cost move.

E2.1.32. Permanent Change of Station (PCS). The transfer or assigning of a service member or unit from one permanent duty station to another. This includes changing from home or from the place where ordered to active duty to the first station on appointment, call to active duty, enlisting, inducting, from the last duty station to home, to the place where he or she entered the military service, placing on the temporary disability retired list, releasing from active duty, or retiring. Includes an authorized change in homeport of a vessel or mobile unit.

E2.1.33. PCS Budget Categories

E2.1.33.1. Accession. Travel from place of enlistment or commissioning (or from point of receipt of orders) to first (or new) permanent duty station or training school of 20 weeks or more. Attendance at flight training by newly commissioned officers is considered an accession move.

E2.1.33.2. Operational. Travel within the CONUS to and from permanent duty stations. Travel between permanent duty stations overseas or between the CONUS and Canada or Mexico, when transoceanic travel is not involved. Excludes accession travel.

E2.1.33.3. Other. As specified for special categories of budget items such as nontemporary storage or temporary lodging expense (TLE). DoD 7110.1-M, Part V, Section 1, Chapter 512 (reference (w)) provides expanded definitions.

E2.1.33.4. Rotational. Travel between CONUS and overseas permanent duty stations or travel between permanent duty stations overseas, if transoceanic travel is involved.

E2.1.33.5. Separation. Travel upon separation from a Military Service between last permanent duty station and home of record or point of entry into said Military Service, including travel from overseas for purpose of separation.

E2.1.33.6. Training. Travel within the CONUS to and from permanent duty station to training school of 20 weeks or more. Excludes accession travel.

E2.1.33.7. Unit. PCS movements in connection with the relocation of an organized unit.

E2.1.34. PCS Turbulence. That degree of personnel movement exceeding the minimal turnover required by terms of military service and standard tour policy.

E2.1.35. Personnel Turnover. The number of moves required for maintaining authorized strength levels under a stable force structure as defined in the Planning and Programming Guidance Memorandum (PPGM) that is issued annually by the Secretary of Defense, and the established assignment, rotation, and career-development policies.

E2.1.36. Prescribed Tour Length. The period of time established for tours in specific geographic locations in the CONUS, overseas, or at sea.

E2.1.37. Principal Staff Assistants. The Under Secretaries of Defense (USD), the Assistant Secretaries of Defense (ASD), the General Counsel of the Department of Defense (GC, DoD), and the Assistants to the Secretary of Defense (ATSD).

E2.1.38. Secretary Concerned. Under this Directive, the term "Secretary concerned" refers to the Secretaries of the Military Departments.

E2.1.39. Sole Surviving Son or Daughter. A sole surviving son or daughter is the only remaining son or daughter in a family where the father (or one or more sons or daughters) served in the Armed Forces of the United States and because of hazards with such military service:

E2.1.39.1. Was killed.

E2.1.39.2. Died as a result of wounds, accident, or disease.

E2.1.39.3. Is in a captured or missing-in-action (MIA) status.

E2.1.39.4. Is permanently 100-percent physically disabled (including 100-percent mental disability), as determined by the Veterans Administration or one of the Military Services, is hospitalized on a continuing basis and is not employed gainfully because of such disability.

E2.1.40. Temporary Duty (TDY). Duty at one or more locations, other than the permanent station, where a service member performs temporary duty under orders providing for further assignment, or pending further assignment, to a new permanent station or for return to the old permanent station when completing the temporary duty. Includes temporary additional duty (TAD).

E2.1.41. Tour of Duty. Military duty when assigned to a military installation or activity permanently located at a land station either inside the CONUS or overseas. Military duty when assigned to a ship or unit during a prescribed sea tour.

E2.1.42. Unaccompanied Hardship Overseas Tour. Mandatory unaccompanied (dependent-restricted) overseas tour (i.e., Hofn, Iceland).

E2.1.43. Unaccompanied Tour. The tour length that is authorized at a specific overseas duty station for service members who are not accompanied by command-sponsored dependents.

E2.1.44. Uniformed Services. The Army, Navy, Marine Corps, Air Force, Coast Guard, National Oceanic and Atmospheric Administration Corps, and Public Health Service.

E2.1.45. United States. Refers to the 50 states and the District of Columbia.

E3. ENCLOSURE 3OVERSEAS TOUR LENGTHS FOR U.S. SERVICE MEMBERS  
(OTHER THAN THE DEFENSE ATTACHE SYSTEM)

<u>Country or Area</u>	<u>Tours in Months</u>	
	<u>Accompanied</u>	<u>Unaccompanied</u>
ALASKA (except as indicated) <sup>1</sup>	36	36
Adak	24	18
Marine Barracks	24	12
Fort Greely	24	12
Clear, Galena, King Salmon and Shemya	NA	12
AMERICAN SAMOA	NA	12
ARGENTINA	36	24
ASCENSION ISLAND	24	12
AUSTRALIA (except as indicated)	36	24
Alice Springs and Woomera	24	15
AUSTRIA	36	24
BAHAMAS, THE (as indicated)		
Andros Island	24	24
BAHRAIN	24	12
BELGIUM (except as indicated)	36	24
Florrenes	24	12
BELIZE	24	12
BENIN	24	12
BERMUDA	36	24
BOLIVIA	24	18
BRAZIL	36	24
BRITISH INDIAN OCEAN TERRITORY (as indicated)		
Diego Garcia	NA	12
CANADA (except as indicated)	36	24
Newfoundland Province Goose Bay, Labrador	24	12
CHILE	36	24
COLOMBIA	36	24
COSTA RICA	36	24

<sup>1</sup> Tour-length policies for service members assigned to duty stations within Alaska and Hawaii are outlined in paragraph 5.1.4., above.

<u>Country or Area</u>	<u>Tours in Months</u>	
	<u>Accompanied</u>	<u>Unaccompanied</u>
CUBA (as indicated)		
Guantanamo Bay <sup>2</sup>	30	18
Marine Barracks	24	12
CYPRUS	24	18
DENMARK (except as indicated)	36	24
Greenland (Kalaallit Nunaat)	NA	12
DOMINICAN REPUBLIC	36	24
EGYPT (except as indicated)	24	18
Sinai	NA	12
EL SALVADOR	NA	12
FRANCE	36	24
GERMANY (except as indicated)	36	24
Donaueschingen	24	12
GIBRALTAR	36	24
GREECE (except as indicated)	36	24
Parnis and Patras	30	18
Crete (except as indicated)	24	18
Souda Bay	NA	12
Thessaloniki	24	15
Araxos, Argypolis, Drama, Hortatis, Levkas, Perivolaki, and Yiannitsa	NA	12
GUAM <sup>3</sup> (as indicated)		
Navy personnel	36	24
Army and Air Force personnel	24	15
GUATEMALA	36	24
HAWAII (except as indicated) <sup>1</sup>	36	36
Kauai	30	18
Pohakuloa Training Area	24	18
HONDURAS	24	18
HONG KONG, B.C.C.	36	24

<sup>1</sup> Tour-length policies for service members assigned to duty stations within Alaska and Hawaii are outlined in paragraph 5.1.4., above.

<sup>2</sup> Dependents are permitted only when Government quarters are available.

<sup>3</sup> The tour lengths for Navy personnel in Guam are on a test basis until October 1988.

<u>Country or Area</u>	<u>Tours in Months</u>	
	<u>Accompanied</u>	<u>Unaccompanied</u>
ICELAND (except as indicated)	30	18
Marine Barracks	24	12
Hofn	NA	12
INDONESIA	24	12
ISRAEL	24	12
ITALY (except as indicated)	36	24
Ghedì, Martina Franca, Mt. Corna, Mt. Venda, and Rimini	24	18
Mt. Vergine	24	15
Mt. Finale Ligure, Mt. Limbara, Mt. Nardelo, Mt. Paganella, and Piano di Cors	NA	12
Sardina (as indicated)		
La Maddalena	24	24
Decimomannu Air Base (AB)	24	15
Sicily (as indicated) Sigonella	36	24
Comiso	24	12
JAMAICA	24	12
JAPAN (except as indicated) <sup>4</sup>	36	24
Akizuki Kure	24	12
Ie Shima, Okuma, and Seburiyama	NA	12
Ryukyu Islands (expected as indicated)	36	24
MCAS Futema and MCB Butler	36	12
Isolated Areas (Kuma Shima)	NA	12
JOHNSTON ATOLL	NA	12
JORDAN (expect as indicated)	24	12
Amman	24	18
KENYA (as indicated)		
Nairobi	36	24
Mombasa	24	12
KOREA (except as indicated) <sup>5</sup>	NA	12
Camp Carroll, Camp Humphreys, Camp Market, Camp Red Cloud, Camp Walker, Chinhae, Hialeah, K-2 AB, Kimhae, Osan AB, Pusan, Pyongtaek, Seoul, Suwon, Taegu, and Yongsan	24	12
KUWAIT	24	12

<sup>4</sup> A maximum of a 48-month tour is permitted for Navy personnel.

<sup>5</sup> Not all service members are eligible to serve an accompanied-by-dependents tour in those locations where such tours are authorized. Eligibility is contingent upon the service member's actual duty assignment and is controlled by U.S. Forces Korea. Those not eligible to serve the accompanied-by-dependents tour shall be considered to be serving a dependent-restricted tour. (Command-sponsored dependents for service members assigned to Suwon shall reside at Osan AB.)

<u>Country or Area</u>	<u>Tours in Months</u>	
	<u>Accompanied</u>	<u>Unaccompanied</u>
LIBERIA	24	18
MEXICO	24	18
MIDWAY ISLANDS	NA	12
MOROCCO (except as indicated)	24	15
Casablanca	24	12
Errachidia	NA	12
NETHERLANDS (except as indicated)	36	24
Netherlands Antilles (as indicated)		
Aruba	24	18
NEW ZEALAND	36	24
NICARAGUA	24	18
NORWAY	36	24
OMAN	24	12
PAKISTAN	24	18
PANAMA (except as indicated)	36	24
Galeta Island (Marines excepted)	24	18
PARAGUAY	24	18
PERU (except as indicated)	36	24
Lima MAAG Group - Enlisted	30	18
PHILIPPINES (except as indicated)	36	24
Gosar City and Wallace Air Station	NA	12
PORTUGAL (except as indicated)	36	24
Azores Islands	24	15
PUERTO RICO (except as indicated)	36	24
Ponce (Ft. Allen) and Isabela	36	18
Vieques Island	NA	12
SAUDI ARABIA	24	12
SEYCHELLES (as indicated)		
Mahe Islands	24	12
SINGAPORE	36	24
SOMALIA	24	12



<u>Country or Area</u>	<u>Tours in Months</u>	
	<u>Accompanied</u>	<u>Unaccompanied</u>
SPAIN (except as indicated)	36	24
Alcoy, Constantina, Elizondo, Rosas, and Villatobas	30	18
El Ferrol	24	24
Sonseca	24	18
Moran AB	24	15
Villatobas	30	18
Santiago	NA	18
Balearic Islands and Gorremandi	NA	15
Adamuz, Ciudad Real, and Estaca DeVares	NA	12
SUDAN	24	12
THAILAND (except as indicated)	36	24
Chiang Mai	24	18
TUNISIA	24	18
TURKEY (except as indicated)	24	15
Elmadag and Karatas, and Malatya	24	12
Balikesir, Cakmakli, Corlu, Erhac, Eskisehir, Erzururum, Istanbul, Izmit, Murted, Oratakoy, Pirincli, Sahihtepe, Sinop, and Yumurtalik	NA	12
UNITED ARAB EMIRATES	24	12
UNITED KINGDOM (except as indicated) <sup>4</sup>	36	24
RAF Flyingsdales	24	18
UPPER VOLTA	24	12
URUGUAY	36	24
U.S. TRUST TERRITORY OF THE PACIFIC ISLANDS (MICRONESIA) (as indicated)		
Northern Marianas (as indicated)		
Saipan	24	18
Marshall Islands (as indicated)		
Enewetak Atoll	NA	12
Kwajalein Atoll	24	12
VENEZUELA	24	18
VIRGIN ISLANDS	36	24

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<sup>4</sup> A maximum of a 48-month tour is permitted for Navy personnel.

<u>Country or Area</u>	<u>Tours in Months</u>	
	<u>Accompanied</u>	<u>Unaccompanied</u>
WAKE ISLAND	NA	12
WEST INDIES (as indicated)		
Antigua and Barbados	36	24
Anguilla	24	18
St. Lucia	NA	12
YUGOSLAVIA	24	18
ZAIRE (as indicated)		
Bukava, Kinshasa, and Lubumbashi	24	12

## E4. ENCLOSURE 4

### GUIDELINES FOR DETERMINING TOUR-LENGTH COMBINATIONS

<u>Combination</u>	<u>Definitions</u>
36/24	The standard overseas tour directed by the Congress. Locations with quality-of-life conditions reasonably comparable to U.S. standards.
30/18	Locations with significant quality-of-life factors such as extreme weather and isolation that require less than the standard tour but there is an identified overriding operational need for personnel continuity.
24/24	Locations with conditions suitable for the standard tour except for quality-of-life factors that impose a significant hardship on dependent families.
24/18	Locations with extreme adverse conditions that preclude the standard tour of all service members, but with overriding operational considerations that demand more than one year for unaccompanied personnel.
24/12*	Remote and arduous locations with limited family support facilities or with economic conditions that do not support a quality of life reasonably comparable to U.S. standards.
NA/12*	Dependent-restricted tour. Locations lacking adequate family support facilities or with potential threat to the safety or security of families.

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\*An increase in the unaccompanied tour length may be authorized on a case-by-case basis for a specified overriding operational requirement and subject to periodic review. Supporting information must show why the next higher regular tour-length increment cannot satisfy the requirement.

E5. ENCLOSURE 5  
TOUR-LENGTH DATA SHEET

This tour-length data sheet does not constitute a formal request for establishment of or changes to current overseas tour lengths. It is intended to provide background data to support the Military Department's request, and to ensure that the minimum required factors are considered. The Military Departments and appropriate commanders must evaluate each item listed in detail, and are encouraged to include additional comments and factors that bear on the request. Part I of this data sheet shall be accomplished by the commander of the military command recommending the action. Part II of the data sheet shall be accomplished by the appropriate Military Department, in coordination with the other Military Departments.

E5.1. PART I

E5.1.1. GENERAL INFORMATION

E5.1.1.1. Identify the installation, host command, location of the installation, the mission of major activities assigned to the installation, and the data sheet preparation date.

E5.1.1.2. Indicate the current tour lengths and the recommended changes. In both instances, indicate the accompanied and unaccompanied tour lengths.

E5.1.2. AFFECTED POPULATION. List the number of officers, enlisted service members, and civilian employees (U.S. citizens and third-country nationals) assigned by Military Service. Within each category, identify the number of accompanied personnel (with command-sponsored dependents), total number of command-sponsored dependents (adults and children), and unaccompanied personnel members (number of married personnel without dependents and single individuals). Identify and arrange by age the number of command-sponsored children.

E5.1.3. GEOGRAPHY

E5.1.3.1. Indicate the elevation, latitude, and longitude of the installation.

E5.1.3.2. Indicate the nearest civilian community (town, population, distance, and driving time).

E5.1.3.3. Indicate the nearest civilian community with a population of 10,000 or more within a 360° radius (town, population, distance, and driving time).

E5.1.3.4. If the installation is not self-supporting, identify the support installation (name, distance, and driving time). Indicate the nearest major U.S. installations (names, distance, and driving time).

E5.1.3.5. If geographic isolation is an environmental factor affecting this installation and the requested tour length, then provide an explanation.

#### E5.1.4. CLIMATE

E5.1.4.1. Temperature and humidity: (highest, lowest, and annual average).

E5.1.4.2. Precipitation (annual average of snow and rain).

E5.1.4.3. If climate is an environmental factor affecting this installation and requested tour length, then provide an explanation.

#### E5.1.5. HOUSING

##### E5.1.5.1. Government Quarters (Family and Unaccompanied)

E5.1.5.1.1. Are adequate quarters (family and unaccompanied) available? Are they sufficient to accommodate the accompanied and unaccompanied personnel? If quarters are not adequate then provide an explanation. Indicate size of quarters (family--number of bedrooms, or unaccompanied--number of persons per room) and the number of quarters by size.

E5.1.5.1.2. What is the average waiting time for occupancy for both accompanied and unaccompanied quarters (officer and enlisted)?

E5.1.5.1.3. Are family quarters in a common housing area and shared by another location? (Name of installation.)

##### E5.1.5.2. Economy Quarters (Family and Unaccompanied)

E5.1.5.2.1. Are adequate economy quarters (family and unaccompanied)

available within 30 minutes driving from the installation? If quarters are not available, provide an explanation. What are the average waiting times for occupancy (officer and enlisted)?

E5.1.5.2.2. What are the average monthly costs for economy quarters:

E5.1.5.2.2.1. Furnished, rent, utilities, 1 bedroom, 2 bedrooms, 3 bedrooms, and 4 bedrooms (total for each).

E5.1.5.2.2.2. Unfurnished, rent, utilities, 1 bedroom, 2 bedrooms, 3 bedrooms, and 4 bedrooms (total for each).

E5.1.5.2.2.3. Other housing costs unique to this location that shall not be covered by military housing allowances.

E5.1.5.2.3. Number of service members authorized to reside off post in economy quarters. Indicate the authorized housing-allowance rates and the number of service members drawing these allowances. (Data should be arranged by marital and accompanied status, and grade.)

E5.1.5.3. If more service members elected the accompanied tours, what percentage increase could on- and off-post housing accommodate?

#### E5.1.6. MEDICAL SUPPORT

E5.1.6.1. Describe the medical and dental support and facilities at this location (on and off post).

E5.1.6.2. Are medical and dental care available in the following specialties either on or off post?

E5.1.6.2.1. Internal medicine.

E5.1.6.2.2. Obstetrics and gynecology.

E5.1.6.2.3. Pediatrics.

E5.1.6.2.4. General surgery.

E5.1.6.2.5. Oral surgery.

E5.1.6.3. What is the location of nearest civilian and U.S. military medical

and dental care facilities, if not available at this location? (Distance and travel time.)

E5.1.6.4. What percentage increase in dependent medical care case load could the on- and off-post medical and dental facilities accommodate?

#### E5.1.7. EDUCATION SUPPORT

E5.1.7.1. Identify the dependent schools (Department of Defense Dependent Schools (DODDS) and local English-speaking schools). Comment on their availability to include commuting times and accreditation status.

E5.1.7.2. Comment on off-duty education (college and vocational) available to service members and their dependents.

E5.1.7.3. Comment on library facilities.

E5.1.7.4. What percent student increase could each education level accommodate?

#### E5.1.8. SUPPORT SERVICES

E5.1.8.1. Commissary Support. Is there an adequate U.S. commissary at this location? If not, where is the nearest available U.S. commissary? Comment on the availability and cost of the nearest civilian food market.

E5.1.8.2. Banking Facilities. Are banking facilities available either on or off post?

E5.1.8.3. Exchange Facilities. Are military exchange facilities available at this location? If not available there, where is the nearest available military exchange facility? Comment on the availability and cost of the nearest civilian retail market.

E5.1.8.4. Religious Support. Comment on available on- and off-post religious facilities and support.

E5.1.8.5. Recreational Support. Comment on available support and facilities for both on- and off-post recreational facilities.

E5.1.8.6. Mail Service. What is average mail delivery time (air and surface mail) to and from the United States?

E5.1.8.7. Transportation Support. Describe the in-country transportation

systems. What are the costs for civilian transportation? Describe the international air support that is available. What is the distance between the installation and the nearest international terminal or U.S. military installation where air support is available? Explain any unique difficulties that may be encountered by the service member. Comment on the availability or necessity of having a privately owned vehicle (POV). Are there adequate automobile repair facilities?

E5.1.9. SOCIAL CUSTOMS. Describe nature and extent of any restrictions on social life of service members (bachelor and married, accompanied and unaccompanied, and male and female) due to local customs, language, attitude of local population, government restrictions, political climate, etc.

E5.1.10. SECURITY CONSIDERATIONS. *Review the Integrated Terrorist Threat Estimate and address force protection and anti-terrorism considerations IAW DoD Directive 2000.12 (reference (x)). Determine whether restrictions should be placed on accompanying family members for personnel assigned to overseas activities.*

## E5.2. PART II

Each Military Department having service members assigned to this duty location shall provide, as a minimum, the following data. The Military Department requesting the establishment of or change to current overseas tour lengths shall be responsible for collating these data for inclusion in its request.

E5.2.1. PERSONNEL DEMOGRAPHICS. Compare the following demographics with other locations in the theater with similar tour lengths and Service wide. (Not applicable when requesting establishment of an initial tour length.)

E5.2.1.1. Reenlistment rates (first-term and career).

E5.2.1.2. Indiscipline rates (AWOL, Articles 15, drug- and alcohol-abuse incidents, courts-martial -- officer and enlisted, by first-term and career).

E5.2.1.3. Extension rates (officer and enlisted, by marital and accompanied status).

E5.2.1.4. Average tour lengths currently being served (officer and enlisted, by marital and accompanied status).

E5.2.2. TRAINING REQUIREMENTS. Identify any special or unique training



requirements that must be met by service members being assigned to this duty location. Include the length of training required, location of the training installation, the number of service members required to complete the training, and the training costs per student.

E5.2.3. THEATER QUALIFICATION. Identify the time required for service members in combat skills to become theater combat proficient (e.g., time required for air crews to be upgraded to mission-ready status, etc.). Identify the factors within the theater that impact upon the service member's upgrading (e.g., training facilities, flying hours, experienced and inexperienced crew mix, etc.). What impact would a proposed tour change have on combat proficiency of the affected units?

#### E5.2.4. PCS COSTS

E5.2.4.1. What impact would this request have on the PCS transient account and the number of PCS moves of the Military Department?

E5.2.4.2. Identify the increases or decreases in annual PCS costs associated with this request. The following cost factors should be used, and when the request involves a change to the prescribed tour a comparison of these factors between the current and proposed tour lengths shall be included:

Member Travel	Unaccompanied Baggage Shipment
HHG Shipment	POV Shipment
HHG Storage	Station Allowances
Dislocation Allowance (DLA)	Rent Plus
Family Separation Allowance (FSA)-I	Temporary Lodging Allowance (TLA)
FSA-II	Cost of Living Allowance (COLA)
Dependent Travel	

E5.2.5. CONSTRUCTION REQUIREMENTS. Identify funded and proposed construction requirements for the next 3 fiscal years. This should include both mission and dependent support requirements.

E6. ENCLOSURE 6

Privacy Act Statement - Combat Exemption

DATA REQUIRED BY THE PRIVACY ACT OF 1974 (5 U.S.C. 552a)	
Request initiated by a military member for deferment from combat assignment based on the person's status as a "sole surviving son/daughter."	
1. AUTHORITY	10 U.S.C. 133
2. PRINCIPAL PURPOSE(S)	To evaluate a member's request for special assignment or discharge consideration.
3. ROUTINE USES	To identify the requestor and to establish the familial relationship on which the request is based.
4. MANDATORY OR VOLUNTARY DISCLOSURE AND EFFECT ON INDIVIDUAL NOT PROVIDING INFORMATION	
Voluntary. Request for special consideration will not be approved.	

Privacy Act Statement - 26 Sep 75